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Ellucian's Colleague Using Accounts Receivable & Cash Receipts

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December 2017 - This manual has been updated to remove sections that have been replaced with other manuals or user guides. The removed sections have been noted throughout this manual, and any cross-references to the removed sections will not work correctly.



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Index

Using Accounts Receivable & Cash Receipts

Introduction - *This part has been removed*

Using Accounts Receivable & Cash Receipts

Billing

Overview of the Billing Process

Using Accounts Receivable & Cash Receipts

Billing Terminology

The discussions in the "Billing" part of this manual uses a number of terms that have specific meaning to Colleague. These terms are defined below. Before you read the chapters in the Billing part, you should become familiar with Colleague's billing terminology.

Term	Definition	Reference
AR Statement	A statement is the printed summary of an individual's accounts receivable account.	See "Printing AR Statements" beginning on page 3-7.
Billing	Billing is the process of creating charges for an individual.	See "Understanding the Billing Process" on page 2-3 and "Understanding an Individual's Receivables" beginning on page 2-5.
Invoice	An invoice is a group of charges for a person/AR type combination. For example, Colleague creates an invoice when a student registers for class. The invoice contains general information about the charge. See "Invoice Item," below.	
Invoice Item	An invoice item is the specific charge posted to an accounts receivable account. One invoice has one or more invoice items. Each invoice item contains the details of each charge, such as the amount, the AR code, and the GL number(s).	
Registration charges	Registration charges represent all charges that Colleague automatically generates as a result of the registration process. These charges include tuition charges; registration term charges; add, drop, withdrawal fees; and tuition waivers.	<i>Getting Started with the Student System.</i>
Registration rate table	A registration rate table is a collection of billing information that defines how Colleague generates registration charges for a group of students.	

 Table 2-1: Definitions of Colleague Accounts Receivable Terminology

Term	Definition	Reference	
Registration term charges	A registration term charge represents charges other than tuition an individual incurs as a result of the registration process. Examples of registration term charges include health services fees and activity fees.	<i>Getting Started with the Student System.</i>	
Registration term rate table	A registration term rate table is a collection of registration term charges associated with one or more registration rate tables.		
Tuition charges	Tuition charges are charges an individual incurs as a result of registering for one or more course sections. These charges represent the student's cost to take a course	<i>Getting Started with the Student System.</i>	
Tuition rate tables	A tuition rate table is a collection of tuition charges associated with a group of students.	<i>Getting Started with the Student System.</i>	

 Table 2-1: Definitions of Colleague Accounts Receivable Terminology (Continued)

Understanding the Billing Process

Automatic billing is when Colleague creates registration charges from the Registration module and room or meal plan charges from the Residence Life module either as soon as the you record the associated transactions or in a batch process. Manual billing is when you directly enter charges through the Accounts Receivable module. With both types of billing Colleague creates invoice records that it posts to the appropriate accounts receivable accounts.

Understanding Automatic Billing

Automatic billing is the process whereby Colleague creates a student's registration, room, or meal plan charges and posts these charges to accounts receivable. You set the automatic billing process for one of two modes: to run at the time you record the associated transaction in the appropriate module (referred to as "online billing") or when you run the billing update process in the Accounts Receivable module (referred to as "batch billing").

If you choose to run the billing process in online mode, Colleague immediately posts to accounts receivable any charges generated through either the Registration or Residence Life module. If you choose to run the billing process in batch mode, Colleague does not create charges or post invoices until you run the batch billing process.

In either mode, you determine when Colleague posts charges to accounts receivable only. You run a separate process to post these charges to the general ledger.

For Information About	See
Defining registration billing parameters	Getting Started with the Student System
Defining registration billing rates	Getting Started with the Student System
Defining room and meal plan billing parameters	Getting Started with the Student System
Defining room billing rates	Getting Started with the Student System
Defining meal plan billing rates	Getting Started with the Student System
How Colleague generates registration charges	"Understanding Registration Billing" on page 2-8
How Colleague generates room charges	"Understanding Room Billing" on page 2-44
How Colleague generates meal plan charges	"Understanding Meal Plan Billing" on page 2-55
How to generate charges in batch mode.	"Components of the Batch Billing Process" on page 2-62.

Table 2-2 identifies where you can find additional information about Colleague's automatic billing.

Table 2-2: Finding Additiona	l Information	about Autor	matic Billing
------------------------------	---------------	-------------	---------------

Understanding Manual Billing

Manual billing is the process of generating any charge other than registration, room, and meal plans that you want posted to an individual's accounts receivable account. You can post these charges to AR as a one-time charge (such as a dorm damage charge) or you can set up a recurring charge that creates bills on a regular basis (for example, child care charges). Colleague posts one-time miscellaneous invoices to accounts receivable immediately unless they are in a batch that is set up for posting later. You must run a batch process to post recurring receivables to accounts receivable.

Table 2-3 identifies where you can find additional information about manual accounts receivable billing.

For Information About	See
Generating additional, one-time charges	"Understanding Miscellaneous Charges or Credits" beginning on page 2-67.
Generating recurring receivables	"Generating Recurring Invoices" on page 2-129

 Table 2-3: Finding Additional Information about Manual Billing

Understanding an Individual's Receivables

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you read this chapter, read "Overview of the Billing Process" beginning on page 2-1, and in particular the "Billing Terminology" section on page 2-1.

Overview of a Student's Charges

A student's account with your institution typically includes registration charges, room and board charges, and perhaps some other miscellaneous charges such as parking permits or book store charges.

Colleague automatically generates some of these charges—registration, room, and meal plans—after a specific transaction occurs. For example, Colleague generates registration charges when the student registers for class. Some charges, such as book store charges, Colleague does not generate. If you want these charges to appear on the student's account, you must enter these charges directly through the Accounts Receivable module. This section describes how Colleague calculates automatic charges. "Understanding Miscellaneous Charges or Credits" on page 2-67 and "Generating Recurring Invoices" on page 2-129 describe how you can enter other charges to an accounts receivable account.

To explain Colleague's automatic charges, we will review the charges incurred by Jonathan Garfield, a student at Datatel University (DU). Figure 2-1 illustrates an example of Jonathan's account for the Fall term.

	08/14/97 12:26 Garfield, Jonathan F.	AR ACCOUNT INQUIRY ID: 0050886	ARAI
	AR Type: Student Receivable	Term: Fall	Semester '97
Financial	1 * Pending FA: <u>N</u> o Pas	st Due: 0.00	Adj Bal: 8,371.00
Header	2 * Date Type Trans No Description	Operator Location Due Date It	Amount Balance em Balance
	1: 08/14/97 INV 000003550 97/FA Parking Permits	DUS MC 09/01/97	50.00 8,371.00 50.00
Account	2: 08/14/97 INV 000003549 Registration - 97/FA	DUS 08/22/97	3,591.00 8,321.00 3,591.00
Summary	3: 08/14/97 INV 000003548 Standard Plan	DUS 08/14/97	3,200.00 4,730.00 3,200.00
	4: 08/14/97 INV 000003547 Brkh 215	DUS MC 08/14/97	1,530.00 1,530.00 1,530.00
	5:		
L	6:		

Figure 2-1: Example of a Student's Accounts Receivable Account

Each item listed on the AR Account Inquiry (ARAI) screen represents an "invoice," or the specific charges and credits on that account. Each invoice may contain a number of different invoice items that represent the specific details about each charge.

Understanding the Entries Displayed on the AR Account Inquiry Screen

The AR Account Inquiry (ARAI) screen displays an individual's account activity for a given period of time. The screen has two main parts: the Financial Header and the Account Summary group. The Financial Header displays general account information, including the current and past due account balance.

The Account Summary group displays—in reverse chronological order—each invoice and payment posted to the individual's account during the specified time period. The invoices listed in the Account Summary group illustrated in figure 2-1, represent the following transactions posted to Jonathan Garfield's account for the term:

- parking permit
- registration
- meal plan
- room rental

The business office entered the invoice for the parking permit as a miscellaneous charge. Colleague generated the other charges as a result of transactions the registrar and the residence life office recorded. The remainder of this chapter describes how Colleague generated the invoices for the transactions recorded by the other offices. See "Entering Miscellaneous Charges & Credits for a Group" beginning on page 2-71 for details about how the business office recorded Jonathan's parking permit.
Understanding Registration Billing

This section provides an overview of the registration billing process and a description of how Colleague generates registration charges. See *Getting Started with the Student System* for details on how to set up registration billing.

Overview of the Registration Billing Process

To understand how Colleague generates registration charges, it is important to understand, in general, the factors that affect registration charges. Table 2-4 provides the general steps involved in setting up Colleague for registering students and generating registration charges. Included in this list are references to specific areas in this and other manuals where you can find more information about each topic.

Step	Action	Reference
Set Up		
1	Define your accounts receivable codes.	Getting Started with the Student System
2	Define your courses.	Using Curriculum Management
3	Establish, for each course and, as necessary, each course section, course-specific billing information.	Getting Started with the Student System.
	For each course you need to identify how Colleague generates charges for that course (either from the registration rate tables or from billing information associated with the course).	
4	Identify your student billing characteristics and, from these characteristics, define your registration billing fields.	<i>Getting Started with the Student System.</i>
	Student billing characteristics explain how you differentiate your student populations for billing purposes. Registration billing fields are the Colleague database fields that describe your student billing characteristics.	
5	Build your tuition rate tables or define tuition charges specific to a course-section.	<i>Getting Started with the Student System.</i>
	Tuition rate tables define the tuition charges that Colleague generates. Within one tuition rate table you define multiple tuition charges. This lets you accommodate varying tuition rates for one student population.	
6	Build your registration term rate tables. Registration term rate tables define charges other than tuition assessed each term.	<i>Getting Started with the Student System.</i>

Table 2-4: Overview of the Registration Billing Process

Step	Action	Reference
7	Define your add/drop/withdrawal policies. Add/drop/withdrawal policies define the fees charged when a student adds or drops a course section or withdraws from a course or from your institution.	<i>Getting Started with the Student System.</i>
8	Define your waiver policies. Waiver policies define any tuition or other charges that Colleague waives for a specific student population.	Getting Started with the Student System.
9	 Build your registration rate tables. Define one registration rate table for each student population that has unique billing requirements. For example, a state institution might have one registration rate table for in-state students and another for out-of-state students. Each registration rate table may include a tuition rate table (step 5), a registration term rate table (step 6), an add/drop/withdrawal policy (step 7), and a wavier policy (step 8). 	Getting Started with the Student System.
10	Set your registration billing parameters. Registration parameters define, among other things, if Colleague posts to AR all registration charges as soon as a student registers for courses or if Colleague posts these charges when the business office runs the batch posting process.	Getting Started with the Student System.

Registration Process^a

1	Register each student.	Using Registration
Registra	tion Billing	
1	If you have the Update AR Immediately registration parameter turned on (if the field is set to "Yes"), Colleague automatically generates registration charges as soon as a student's registration is complete. These charges are posted immediately to the student's	"Understanding How Colleague Generates Registration Charges" on page 2-12

	AR account
2	If you have the Update AR Immediately registration parameter turned off (if the field is set to "No"), you must run the batch registration process. This process posts the charges to the student's AR account.

Table 2-4: Overview of the Registration Billing Process (Continued)

a. Note: these steps are done through the Registration module by the staff of the registrars office.

Reviewing a Student's Registration Charges

After a student's registration information is recorded, Colleague can calculate the charges associated with that registration transaction. This section explains the steps that Colleague took to generate registration charges for Jonathan Garfield's Fall registration activity at Datatel University. For complete information about all the items that must be set up before Colleague can generate these charges, see *Getting Started with the Student System*.

After Jonathan registered for the Fall semester at Datatel University, Colleague calculated his registration charges and posted that information to his accounts receivable account.¹ Figure 2-2 shows the details of these charges.

The AR Account Inquiry (ARAI) screen at the top of Figure 2-2 summarizes Jonathan's account activity. The AR Invoice Inquiry (ARII) screen and the AR Invoice Balance Detail (ARBD) screen provide detailed information about Jonathan's registration charges. The ARII screen shows detailed information about an AR invoice. The Charges group on the ARBD screen lists each invoice item that Colleague generated representing the individual term and registration charges that comprise Jonathan's overall registration charge.

^{1.} Colleague posted these charges directly to accounts receivable because Datatel University set the Post Immediately parameter for registration charges to "Yes." If this parameter had been set to "No," Colleague would not have posted Jonathan's registration charges to accounts receivable until the business office ran the batch posting process.

	08/14/97 1	2:26 AR	ACCOUNT INQUIRY		ARAI
	Garfield,	Jonathan F.	ID: 0050886		
	AR Type: St	udent Receivable	Term:	Fall Semester '97	
	1 * Pending 2 * Date Descr: 1: 08/14/9' 97/FA 2: 08/14/9' Regis: 3: 08/14/9' Stand 4: 08/14/9' BRKH 5: 6:	FA: No Past D. Type Trans No Optinin Type Trans No Optinin Iption 7 INU 000003550 DU: Parking Permits 7 INU 000003549 DU: Tation - 97/FA 9 INU 000003548 DU: TANU 000003548 DU: ard Plan T INU 000003547 DU: 215	ue: 0 harge: 0 erator Location Due Date S MC 08/22/97 S 08/14/97 S MC 08/14/97	.00 Adj Bal: .00 Pmt Plan: Amount Item Balance 50.00 3,591.00 3,200.00 3,200.00 1,530.00 1,530.00	8,371.00 0.00 Balance 8,371.00 8,321.00 4,730.00 1,530.00
89/4//07 49:07			0011		
Garfield, Jonathan F.	ID: 0050886		HKII		
AR Type.: Student Receivabl Operator: DUS Location: Inv Type: Period: 09/01/97 12/20/97	Le Invoice: 0000035 Term: Fall Se Source.: Registr	549 Registration – 9 mester '97 ration	97/FA		
uni the ster shol 90 + 1	No Description	Charge C	redit		
1: ACT 08/14/97	Student Government	40.00	0.00		
2: HLT 08/14/97	Health Service Fee	26.00	0.00		
3: TUIFT 08/14/97	Tuition, Full-Time	640.38	0.00		
5: TUIFT 08/14/97	Tuition, Full-Time	640.38	0.00		
6: TUIFT 08/14/97	Tuition, Full-Time	640.40	0.00		
	A	3,591.00	0.00		
Due Date: 08/22/97 Past Due	9 HMT: 0.00	Inv Net: 3.59	21.66		
2 * Balance Detail: _		Pmts:	0.00		
					1
	08/14/97 12:27 Garfield, Jonathan F.	AR INVOICE BALANCI ID: 0050	E DETAIL 886	ARBD	
=	AD Tupo - Student Decei	ushla (now .)			
	Invoice.: 000003549 Ref	qistration Loc:	I I	nv Date: 08/14/97	
	Inv Type:	Source: I	Registration D	ue Date: 08/22/97	
Charges Group	1 * AR Code/Description 1. ACT Student Cover	oment Cha	arge Credi 40 00	ζ.	
	2: HLT Health Servic	e Fee	26.00		
	Tax: 0.00	Total: 3,59	91.00 0.	30 3,591.00	
	2 * Adjustment Date 1.	Oper Loc			
	Tax: 0.00	Total:	0.00 0.	00 0.00	
	3 * Payment Date	Oper Loc Revo	ersal Amou	nt	
	1: 2:				
		Total:	0.00 0.	00 0.00	
	4 * Pay Plan First Du	e Next Due Deferred	Amt Inv Bal	.: 3,591.00	
	1: 5 * Cmnts: 6 * Tav.	Total	ACJ Bal A.AA Past Du	.: 3,591.00 e: 0.00	
	Controller Invoice It	ens	U	alue 1 of 7	.]
Number of Items in					
the Charges Group					

Figure 2-2: Details of Registration Charges

Understanding Room Billing

This section covers charges created through the Residence Life module. If you do not use Colleague's Residence Life module, you can skip this section.

When a student is assigned a room through the Residence Life module, Colleague generates an AR invoice reflecting the charges associated with that room assignment. Each invoice includes the room rental charge and any additional charges that were assessed when the assignment was made.

Colleague takes the following steps to calculate an individual's room charge:

- 1. Determine the appropriate billing rate based on the information from the student's room assignment record. If overrides were recorded, calculate the charge based on overrides recorded for the individual. If overrides were not recorded, identify the appropriate room rate table for this individual from the room assignment record.
- 2. Calculate the room charge.
- 3. Calculate any additional room charges associated with the room assignment.

These steps are described below.

Step 1: Determine the Appropriate Billing Rates

To calculate a room charge Colleague first determines the rate at which to bill the room. This rate may be either a standard rate associated with a room rate table or a special override rate assigned specifically to an individual.⁷ When a room assignment is made, the room rate class associated with the room defaults into the room assignment record. This room rate can be overridden by (1) entering a specific override rate or (2) by entering a different room rate table. If an override rate was recorded, Colleague bills the room at the override rate.

If an override rate was not recorded, Colleague bills the room at the rate determined by the room rate table associated with the room assignment. Each room rate table has a group of daily, weekly, monthly, by term, and yearly rental rates. In addition, one room rate table may have multiple groups of rates, with each group distinguished by an effective date. Figure 2-15 illustrates one of Datatel

^{7.} See "Understanding Room and Meal Plan Adjustments" on page 2-112 for more information about billing overrides.

University's room rate tables, showing two groups of room rates, with each group distinguished by the different effective date.

```
10/07/97 13:37
                               ROOM RATE TABLES
                                                                           RRTP
Room Rate Table: A-2
1 Description....: Student Double
                   Day Rate
2 Effective Date
                               Week Rate
                                          Month Rate
                                                                    Year Rate
                                                        Term Rate
                                                                     5,600.00
 1: 07/01/97
                      75.00
                                  400.00
                                              850.00
                                                         1,530.00
 2: 07/01/96
                      50.00
                                  300.00
                                              750.00
                                                         1,200.00
                                                                     5,000.00
 3:
 4:
 5:
3 End Date....:
4 Default AR Code: DRM
                          Residence Hall Charges
5 Cancel AR Code.:
6 * Comments
 1:
 2:
 3:
```

Figure 2-15: Datatel University's A-2 Room Rate Table

Colleague uses the group of room rates with an effective date that is less than or equal to, but not after, the billing period start date.⁸ Then, from the group of dates with the appropriate effective date, Colleague selects the rate that corresponds to the room assignment's rate period.

For example, to generate Jonathan's room charge, Colleague first determined that the default rate associated with his room assignment was not overridden (any rate override displays in the Ovr Rate/Reason field of the Room Assignment [RMAS] screen). Therefore, Colleague used the

^{8.} A room assignment billing period start date is the assignment start date (see figure 2-16).

information found in Jonathan's room assignment record to determine the room rate. Figure 2-16 illustrates Jonathan's room assignment record for the Fall semester.



Figure 2-16: Jonathan Garfield's Room Assignment Record

From the room assignment record, Colleague identified the A-2 room rate table (listed in the Room Rate Table field) as the appropriate billing rate table for calculating Jonathan's room charge (figure 2-16).

Next, to determine which rate to use in calculating Jonathan's room charge, Colleague referred to the A-2 room rate table (figure 2-15). Because the A-2 room rate table has two different groups of rates, Colleague compared the effective date of each group of rates with the billing period start date of Jonathan's room assignment. Jonathan's assignment begins on August 15th, therefore the billing period start date for his room assignment is August 15th. Colleague compared the effective dates of each group of rates in the room rate table with the billing period start date and selected the group of rates effective July 1st for that year.

Step 2: Calculate the Room Charge

Colleague calculates the room charge based on the type of rate used (daily, weekly, monthly, per term, or yearly). When the room rate period is "Term," the student is charged the term rate from the room rate table. For example, Jonathan's term room assignment was billed at \$1,530.00, which is the term rate, as of July 1st for that year, from the A-2 room rate table.

Refer to "Other Room Billing Options" on page 2-47 for information about how Colleague generates room charges when the billing rate period is either daily, weekly, monthly, or yearly.

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Step 3: Calculate Additional Room Charges

When the residence life office makes a room assignment, they can add any appropriate additional charge to the base assignment. Examples of additional room charges include phone or computer network hook-up, refrigerator or other specialized rental, or an additional fee for renting a double room for single occupancy. Each additional charge is recorded by entering an AR code that represents that charge and then either accepting or modifying the default charge.

When the residence life office recorded Jonathan's room assignment, they did not record any additional charges.

Credit items can be added to a room assignment in the same manner as an additional room charge. To record a credit item, you would enter a value in the Credit field of the Additional Charges group on the Room Assignment (RMAS) screen.

See "Understanding Room Charge Adjustments" on page 2-112 for more information about entering additional room charges.

Other Room Billing Options

Colleague's Residence Life module supports daily, weekly, monthly, and yearly room rentals, in addition to the term-based billing described on page 2-46. Each of these types of room rates are described below.

Daily Room Rate

When an individual rents a room through the Residence Life module on a daily basis, Colleague uses the following information to determine the amount to charge for the rental:

- start and end date of the assignment
- room rate table
- rate period

To calculate the charge for these extra days Colleague would use the assignment information shown in table 2-7.

ltem	Value
start date of the assignment	July 31st
end date of the assignment	August 14th
room rate table	A-2—Standard Double
rate period	Daily

Table 2-7: Information Needed to Calculate a Daily Room Rental

With this information, Colleague would first calculate the length of the rental as 15 days. Then, using the A-2 room rate table, Colleague would find the appropriate daily rate (figure 2-15). Colleague would compare the start date of the room assignment (July 31st) to the list of effective dates on the rate table for that year. Because July 31st is after the July 1st effective date, Colleague would use the daily rate associated with the latest July 1st effective date—\$75.00—and calculate the room rental charge as

rate \times number of days

or

75 × 15= \$1125

Weekly Room Rate

If Jonathan wanted to rent the double that he was assigned in Brook Hall from the end of July until the start of his term-based rental (August 14th) at the weekly rate, Colleague would use the assignment information shown in table 2-8 to calculate the charges for the additional time.

ltem	Value
start date of the assignment	July 31st
end date of the assignment	August 14th
room rate table	A-2—Standard Double
rate period	Weekly

Table 2-8: Information Needed to Calculate a Weekly Room Rental

With this information, Colleague would first calculate the length of the rental as two weeks and one day. Then, using the A-2 room rate table, Colleague would find the appropriate rate to use for the

weekly rental. As described on page 2-48, Colleague determined that for the start date of Jonathan's rental, the rates with the July 1st effective date for that year are the appropriate rates for generating his charges. From the A-2 room rate table, Colleague calculated his total charge as

number of weeks × weekly rate

or

Weekly portion	2 x400 = \$800	
One day	1 x (400 / 7) = \$57.14	
Total charge	\$800 + 57.14 = \$857.14	

Monthly Room Rate

If Jonathan decided to rent the room beginning July, 1, and through the start of his term rental, Colleague would use the information in figure 2-17 to determine the rental charge.

Item	Value
start date of the assignment	July 1st
end date of the assignment	August14th
room rate table	A-2—Standard Double
rate period	Monthly

Figure 2-17: Information Needed to Calculate a Monthly Room Rental

Colleague would first calculate the length of the rental as one month and 14 days. Then, using the A-2 room rate table, Colleague would find the appropriate rate to use for the monthly rental and the weekly portion. Because Jonathan's rental would begin on July 1st, the rates with the July 1st effective date for that year are the appropriate rates for generating his charges. Colleague would then calculate Jonathan's room rental from July 1st through August 14th, as follows:

Monthly portion	1 x850 =\$850.00
Partial week	14 x (850 / 31) + \$383.88
Total charge	\$850.00 + 603.33 = \$1,233.88

Yearly Room Rate

A yearly rental is calculated the same way that a monthly rental is calculated: by multiplying the appropriate yearly rental rate by the number of years in the rental agreement. Colleague calculates a portion of a year as

 $\frac{\text{portion used}}{360} \times \text{extra days}$

Adjustments to Room Charges based on Room Assignment Status

Each room assignment has a status and a status date. The following types of room assignment statuses affect billing:⁹

- assigned
- cancellation
- termination
- late assignment

When a room assignment is "assigned," Colleague calculates the room assignment charge as described in "Understanding Room Billing" beginning on page 2-44.

When an individual cancels a room assignment after being billed, Colleague reverses the previously billed charges, resulting in no room assignment charges for the student, and the reversal produces a complete refund of the previously billed amounts.

When a room assignment is terminated, and if you refund a portion of a student's room charge when they terminate their room assignment, then Colleague uses a refund formula to recompute the student's charges. The result is an invoice that completely adjusts the original room assignment invoice and a second invoice that reflects the student's new room charge—which is the original room charge less any refunded amounts. See "Room Refunds" below.

When a room is assigned late, you may not want to charge the student the full amount for their room rental. For example, if a student is assigned a room for the spring semester but, because she is studying abroad the previous term, she is not be on campus until the fifth day of the housing term. If

^{9.} The room assignment status codes you use may differ from the ones listed above. The important aspect of these codes is the special processing associated with each. Refer to *Getting Started with the Student System* for more information about room status codes.

her room assignment has a status code that means late assignment, Colleague prorates the standard term charge based on the actual number of days she is expected to be in the room.

Room Refunds

When a student terminates a room assignment, Colleague calculates his room refund by

- 1. determining which refund formula to use
- 2. calculating the amount to refund

Determining Which Refund Formula to Use

Room refund formulas are defined as part of the room billing parameters in the Accounts Receivable module. You can define one room refund formula for all students or you can use rules to associate different refund formulas with different types of individuals. When the room billing process reevaluates a room assignment record that has been terminated, it uses the information in the room billing parameters to determine which refund formula to use. If there are refund formulas associated with rules, Colleague evaluates each rule and, if one of the rules is true for the individual, Colleague uses the associated refund formula. If none of the rules are true for the individual, Colleague uses the default refund formula.

The refund formulas defined on the Room Billing Parameters (RMBP) screen can be overridden for an individual. When the default refund formula is overridden, then Colleague uses that refund formula to calculate the individual's refund.

Calculating the Refund

After Colleague identifies the appropriate refund formula, it can calculate the amount of the refund for the terminated room assignment. Figure 2-18 illustrates Datatel University's refund formula for room billing.



Figure 2-18: Example of a Room Billing Refund Formula

Because DU refunds all room charges based on the same formula, the formula is defined on the Room Billing Parameters (RMBP) screen as the default refund formula. The room refund formula that DU uses is illustrated in the example of the Refund Formulas (REFF) screen shown in figure 2-18.

The Days Used group on the REFF screen identifies how Colleague refunds room charges based on the number of days of the assignment that have been used. Because the REFF screen shows only three of the items in the Days Used group, table 2-9 illustrates the complete refund formula.

Days Used	Refund Pct	Refund Portion
7	100	unused
14	80	full
21	60	full
28	40	full
35	20	full
42	0	full

Table 2-9: Datatel University's Room Refund Formula

When a room assignment is terminated after it has been billed, Colleague calculates the amount of the refund by

- 1. determining the number of days of the assignment that the student used
- 2. calculating the appropriate refund and, if applicable, additional charges

Calculating the Number of Days Used. For room charges, Colleague determines the number of days used based on the start date of the assignment and the termination date of the assignment. For example, if a room assignment was made for 09/01 through 12/20 and that assignment was terminated on 10/01, Colleague calculates the amount of the refund based on 31 days.

Calculate the Appropriate Refund. Based on the refund formula shown in table 2-9, a room assignment that is terminated between 28 and 35 days is eligible for a 20 percent refund, with the refund being calculated on the full amount of the original room charge. For example, if Jonathan terminated his room assignment—which was initially billed at \$1,530.00—after 31 days, his room charges would be recalculated as \$1,530.00 x 0.80 = \$1,224.00.

Outstanding Charges or Credit Balance

When a student terminates her room assignment, the status of the billing process determines the way that Colleague posts the refund to the student's account. If a student terminates a room assignment before she has been billed for her room (before you have run room billing), when you run room billing Colleague computes her charges based on the amount of time she was in the room.

If a student terminates a room assignment after you have run the billing process but before she has paid her bill, Colleague

- generates an adjusting invoice that reverses the previous charge
- generates a new invoice that reflects the new amount due, which is computed as the original balance less any "refunded" amount

If a student terminates a room assignment after paying her housing bill, Colleague generates a new invoice that has a credit balance and reflects the amount due to the student. In this scenario, you would issue a refund using using the AR Refund (RFND) screen and accounts payable to return the balance due.

Additional Information

For additional information about the items Colleague uses to calculate a room rate rental, see the following:

For Information About	See
Defining room rate tables	Getting Started with the Student System.
Defining terms and housing start dates	Using Academic Records.
Defining AR codes with default charges	Getting Started with the Student System.
Making a room assignment	Using Residence Life.
Entering additional room charges	"Understanding Room Charge Adjustments" on page 2-112
Entering room billing overrides	"Understanding Room Charge Adjustments" on page 2-112
Defining room refunds	Getting Started with the Student System

Table 2-10: Finding Additional Information About Room Charges

Understanding Meal Plan Billing

This section covers charges created through the Residence Life module. If you do not use Colleague's Residence Life module, you can skip this section.

When a meal plan is assigned to an individual through the Residence Life module, Colleague generates an AR invoice reflecting the charges for each meal plan assigned. To calculate these charges, Colleague must

- 1. Determine the appropriate billing rate based on the information from the student's meal plan assignment record. If overrides were recorded, Colleague calculates the charge based on overrides recorded for the individual. If overrides were not recorded, Colleague identifies the appropriate meal plan rate for this individual from the meal plan assignment record.
- 2. Calculate the meal plan charge.

Each of these steps is described below.

Step 1: Determine the Appropriate Meal Plan Rate

Colleague calculates the meal plan rate by first determining whether the default rate was overridden for the individual. If the default was overridden, Colleague uses the override rate when it calculates the meal plan charge (see "Step 2: Calculate the Meal Plan Charge" on page 2-57). If the default rate was not overridden, Colleague uses the meal plan rate associated with the meal plan that was assigned to the individual.

Each meal plan may have multiple billing rates. Each rate, however, must have an effective date. When Colleague generates an individual's meal plan charge, it uses the rate that has the latest effective date less than or equal to the billing period start date for the meal plan assignment. The billing period start date for a meal plan assignment is the start date of that assignment. For example, Jonathan's meal plan assignment for the Fall term is illustrated in figure 2-19.

08/14/97 10:56 MEAL Garfield, Jonathan F.	L PLAN ASSIGNMENT Id: 0050886	MPAS
1 * Meal Plan: 16 S Rate Period: Weekly 2 No of Rate Periods: 16 3 Term	Standard Plan Fall Semester '97 signed 08/14/97	
1: 2: 12 * Billing Override: _	Meal Plan Amount: 3, Refund: Tax Total: 3,	200.00 0.00 200.00

Figure 2-19: Jonathan Garfield's Meal Plan Assignment

Jonathan's meal plan was assigned on August 8th of the current year, but does not begin until August 15th. Therefore, the billing period start date for this assignment is August 15th. Because the billing period start date for Jonathan's meal plan assignment is after the rate with the July 1st effective date for the current year, Colleague used the \$200.00 rate to calculate Jonathan's meal plan charge.

Had the billing information been overridden, an "X" would display in the Billing Override field. Because the default billing information was not overridden, Colleague used the billing information associated with the Standard Plan to calculate Jonathan's meal plan charge.

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The meal plan that Jonathan was assigned is illustrated in figure 2-20.

08/13/97 14:34 MEAL PLAN SET UP MPSU Meal Plan: 16 1 Description....: Standard Plan 2 No of Meals/Freq.: 20 per Week 3 Classification...: RESI Resident 4 Start Date....: 07/01/90 5 End Date....: 6 * Rates..... X Restricted to 7 Meal Type.. 8 Start Day o 08/13/97 14:35 MEAL PLAN RATES MPRS 9 End Day of Meal Plan.: 16 Description: Standard Plan 10 Locations.. Start Date: 07/01/90 End Date...: 11 Buildings/R 1 Rate Period..... <u>W</u> Weekly 12 * Comments. 2 Effective Date Rate 💹 Controller C 200.00 1: 07/01/97 2: 07/01/96 150.00 3: 07/01/95 135.50 4: 07/01/94 126.00 5: 07/01/93 120.00 3 AR Code..... BRD Dining Hall Charge 4 Cancel Charges AR Code:

Figure 2-20: Example of a Meal Plan

Step 2: Calculate the Meal Plan Charge

Colleague calculates the meal plan charge as

number of periods purchased × plan rate

The number of periods purchased is found in the individual's meal plan assignment information and the plan rate is rate determined in step 1.

For example, Jonathan has purchased 16 weeks of the standard meal plan (on the Meal Plan Assignment [MPAS] screen illustrated in figure 2-19, "16" displays in the No of Rate Periods field and "Weekly" displays in the Rate Period field). Therefore, Colleague calculated Jonathan's meal plan charge as

$$16 \times 200 =$$
\$3,200.00

Adjustments to Meal Plan Charges based on Meal Plan Assignment Status

Each meal plan assignment has a status and a status date. The following types of meal plan assignment statuses affect billing:¹⁰

- assigned
- cancellation
- termination
- late assignment

When a meal plan assignment has an "assigned" status code, Colleague calculates the meal plan assignment charge as described in "Understanding Meal Plan Billing" beginning on page 2-55.

When a meal plan assignment that has been billed is cancelled, Colleague reverses the previously billed charges, resulting in no meal plan assignment charges for the student, and a complete refund of previously billed amounts.

When a meal plan assignment is terminated, and if you refund a portion of a student's meal plan charge when they terminate their meal plan assignment, then Colleague uses a refund formula to recompute the student's charges. The result is an invoice that completely adjusts the original meal plan assignment invoice and a second invoice that reflects the student's new meal plan charge—which is the original meal plan charge less any refunded amounts. See "Room Refunds" on page 2-51.

When a meal plan is assigned late, you may not want to charge the student the full amount for their meal plan rental. For example, a student is assigned a meal plan for the spring semester but, because she is studying abroad the previous term, she is not be on campus until the fifth day of the housing term. If her meal plan assignment has a status code that means late assignment, Colleague prorates the standard term charge based on the actual number of days she is expected to be in the meal plan.

^{10.} It is the special processing code associated with each meal plan assignment code, and not the assignment code, that Colleague uses to calculate refunds. Refer to *Getting Started with the Student System* for more information about meal plan status codes.

Meal Plan Refunds

The description of room refunds beginning on page 2-51 is applicable to meal plan refunds because Colleague follows the same basic process for calculating a meal plan refund. As you read that section, be aware that

- you define one or more refund formulas for use with meal plans using the Refund Formulas (REFF) screen. See *Getting Started with the Student System*.
- you can define one refund formula for all meal plan charges or you can have multiple formulas. All meal plan refund formulas are entered on the Meal Plan Billing Parameters (MLBP) screen. If you have more than one refund formula for meal plans, you use rules to distinguish when each meal plan refund formula is used. See *Getting Started with the Student System*.
- when a meal plan is terminated, you must enter either the number of units used or the percent used. Colleague takes this information to calculate the units/percentage used, which is needed to calculate the amount of the refund.

Additional	Information
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For Information About	See
Defining meal plans	Using Residential Life
Defining meal plan rates	Getting Started with the Student System
Assigning a meal plan to an individual	Using Residential Life
Entering meal plan billing overrides	"Understanding Meal Plan Adjustments" on page 2-117
Defining meal plan refunds	Getting Started with the Student System

Table 2-11: Finding Additional Information about Meal Plan Charges

Generating Student Receivables

Using Accounts Receivable & Cash Receipts

This chapter has been replaced by the *Registration Billing User Guide*

Entering Misc. Charges & Credits for an Individual 2-67

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you can enter miscellaneous charges or credits for an individual you must define the following:

Information Needed	Reference
Locations ^a	Getting Started with the Student System
AR types	Getting Started with the Student System
Terms	Using Academic Records
Invoice due date parameters	Getting Started with the Student System

Table 2-15: Information Needed to Enter Miscellaneous Charges and Credits

a. Optional.

Understanding Miscellaneous Charges or Credits

A miscellaneous charge or credit is anything you want to post to an AR account that Colleague does not automatically generate. Examples of miscellaneous charges and credits include book store charges, child care or other institution provided services, or monthly parking permits.

You can also enter any miscellaneous charge or credit to a group of individuals at the same time. See "Entering Miscellaneous Charges & Credits for a Group" beginning on page 2-71 for details.

Components of a Miscellaneous Charge or Credit

Use the Miscellaneous Charges/Credits Invoices (MCRG) screen to post that charge or credit directly to an accounts receivable account. You can access the Miscellaneous Charges/Credits Items (MCGI)

screen from the MCRG screen to enter detailed information about the miscellaneous charge or credit. Figure 2-22 illustrates each of these screens setup to post an enrollment verification charge.



Figure 2-22: Example Miscellaneous Charges/Credits Invoices

When you enter charges or credits on the Miscellaneous Charges/Credits Invoices (MCRG) screen, Colleague immediately posts these charges to AR. See "Entering Miscellaneous Charges & Credits for a Group" beginning on page 2-71 if you want to enter miscellaneous charges and credits with the control of deferring the posting. You can also defer posting miscellaneous charges or a group of individual miscellaneous charges by associating the charges entered on the MCRG screen with a batch. If you have set the Update AR Immediately parameter to "No" on the Invoice Batch Control (INVB) screen, you can defer posting these charges until the batch is reconciled.

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Components of a Miscellaneous Charges/Credits Invoice

The following fields from the Miscellaneous Charges/Credits Invoices (MCRG) screen are described in this section:

- Invoice Date
- Invoice Due Date
- Bill Per Start/End Date
- AR Code

Refer to online help for information about the other fields on the MCRG screen.

Invoice Date. The invoice date is the date you record the miscellaneous charge/credit invoice. This is the date Colleague uses when the invoice is posted to the general ledger.

Invoice Due Date. The invoice due date is the date the total invoice amount is due.¹ Colleague calculates this date from the parameters you define for any miscellaneous invoice on the Invoice Due Date Parameters (IDDP) screen. As you enter an invoice on the Miscellaneous Charges/Credits Invoices screen, you can leave the Invoice Due Date blank. When you finish the invoice, Colleague calculates the due date based on the parameters you define. If you did not define a specific set of parameters for an invoice, you must manually enter a due date. If you directly enter a due date for any invoice, Colleague does not recalculate that due date, even if there is a parameter for the specific invoice type.

The invoice due date is the date Colleague uses to determine if an invoice is past due. On inquires and reports, Colleague indicates past due invoices. Colleague determines past due invoices by comparing the current date to the invoice due date. If the invoice due date is less than the current date, and there is a balance for that invoice, Colleague considers the invoice past due.

You cannot record an invoice due date that is earlier than the invoice date.

Bill Per Start/End Date. The billing period start and end dates indicate the period of time for which you are charging the individual. For example, if you record a charge for a parking permit for the Fall term, the billing start and end dates might be August 25, through December 15. Colleague uses the billing period start and end date to determine whether it posts the revenue associated with the invoice as current revenue or deferred revenue. See *Getting Started with the Student System* for more information about deferred revenue.

AR Code. You can enter the AR code and amount or, if using a batch, have it default in. Or you can detail from this field to the Miscellaneous Charges/Credits Items (MCGI) to enter detailed information about the charge or credit including its GL account number.

^{1.} The total invoice amount is the sum of all charges and credits entered on the MCRG screen for one individual for one invoice.

Procedure for Entering Miscellaneous Charges & Credits for an Individual

Complete the following steps to enter one or more miscellaneous charge or credit to an individual student's account.

See "Procedure for Entering Miscellaneous Charges & Credits for a Group" on page 2-87 if you want to enter the same charge or credit to more than one student.

Step	Action	Hints
1	Read "Understanding Miscellaneous Charges or Credits" on page 2-67.	
2	Access the Miscellaneous Charges/Credit Invoice (MCRG) screen.	
	The Person LookUp prompt is displayed.	
3	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 (see "Understanding Miscellaneous Charges or Credits for a Group of Individuals" on page 2-72), and the batch has not been reconciled, you can only view that invoice. See "Adjusting Accounts" beginning on page 2-93 for information about adjusting a posted invoice.
4	Enter A.	
5	Enter the charges or credits for the individual.	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.
6	Save the record.	

Table 2-16: Steps for Adding Miscellaneous Charges and Credits for an Individual Student

Entering Miscellaneous Charges & Credits for a Group 2-71

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you can enter miscellaneous charges or credits for a group of individuals, you must define the following:

Information Needed	Reference
Default setting for invoice batches ^a	Getting Started with the Student System
Invoice due date parameters	Getting Started with the Student System
Locations	Getting Started with the Student System
AR types	Getting Started with the Student System
Terms	Using Academic Records
AR codes	Getting Started with the Student System

Table 2-17: Information Needed to Enter Miscellaneous Charges and Credits

a. These default settings are optional, but will reduce the amount of data entry needed to create a new invoice batch.

Understanding Miscellaneous Charges or Credits for a Group of Individuals

When you have a single charge you need to record for one individual, then you can enter that charge directly to the individual's AR account (see "Entering Misc. Charges & Credits for an Individual" beginning on page 2-67). However, when you have a charge, or group of charges, you need to enter for multiple individuals, you can use one of two methods to quickly and easily enter those charges.

If the charges you need to enter for the group are basically the same set of charges with only slight differences—the amount, for example—then you will want to be able to review and adjust as necessary each set of charges in the group before posting them to accounts receivable. Use an invoice batch to record this type of transaction. See "Entering Miscellaneous Charges or Credits as an Invoice Batch" on page 2-73.

If all members of the group receive the exact same charge and you do not need to review and modify each individual set of charges before posting them to AR, then enter those charges as a group. See "Posting Miscellaneous Charges or Credits for a Group of Individuals" on page 2-79.

Entering Miscellaneous Charges or Credits as an Invoice Batch

Suppose you need to enter bookstore charges for 250 individuals. All the charges will be posted to the same AR code and AR type, have the same transaction date, and same due date. However, the quantity and amount differs from transaction to transaction. To enter these transactions, you can use invoice batches.

Invoice batches group similar accounts receivable charges, while giving you the control to change individual invoices within the group. Invoice batches let you define certain items that are common to all the transactions in the batch— such as AR type, AR code, and amount—thus reducing the amount of data entry you need to record each individual transaction. Invoice batches also let you define controls for reconciling the batch after you enter all the charges and determine when Colleague posts these charges to accounts receivable (see "Components of an Invoice Batch" below).

Components of an Invoice Batch

Use the Invoice Batch Control (INVB) screen to define an invoice batch.



Figure 2-23: Example of an Invoice Batch's Control

When you start an invoice batch, you define controls and defaults for that batch. Each of these controls and defaults are explained below.

Batch Controls

When you start a batch, you have the option of identifying the number of invoices you are going to process in that batch and the total dollar amount for the batch. For example, you might use the invoice control to enter a group of book store charges from the previous day. After you record the charges, the number you identified as the control number must equal the number of invoices Colleague counted before you can reconcile the batch.

You can also enter the total dollar amount as a batch control before you begin processing the transactions in that batch. Use this option when you know ahead of time the total amount of the batch. Colleague computes the total amount of all invoices you record for the batch and, after you complete the batch, the total Colleague calculates and the total you entered must equal before you can reconcile the batch.

You do not have to enter the number of invoices or batch total controls. For example, when Datatel University offers concert tickets to students at a special price, the student organization taking the ticket orders uses an invoice batch to enter the charges to each student's account as the tickets are purchased. By defining the batch defaults, the person entering the charges uses a minimum amount of data entry to record each transaction. At the end of the day, the actual number of invoices issued, which is manually recorded, is compared to the totals Colleague computed so that the batch can be reconciled.

Update AR Immediately. When you enter charges through an invoice batch, you control when Colleague posts the transactions to accounts receivable. If you set the Update AR Immediately parameter on the INVB screen to "Yes," Colleague posts each transaction in the batch as soon as you enter it. If you set this parameter to "No," Colleague defers the posting of the transactions until you have confirmed all the charges that were entered in the batch and you reconcile the batch.

Batch Defaults

Use the batch defaults fields to identify the information that is the same for each invoice in the batch. As you enter charges for individual students for the batch, Colleague defaults this information into each charge. You can modify these defaults for an individual invoice. Refer to online help for the Invoice Batch Control (INVB) screen for information about each of the batch default fields.

Invoice Batch Status

Each batch has a status of either Open, Closed, Reconciled, or Voided. Table 2-18 describes these statuses.

Batch Status	Definition
Open	An open batch is any batch in which you can record individual charges.
Closed	A closed batch is temporarily unavailable for entering charges. Close a batch when it is ready to be reconciled.
Reconciled	A reconciled batch is one in which you have balanced and completed all transactions. Once you reconcile a batch you cannot reopen that batch. You must use adjusting invoices to change any charges in a reconciled batch. ^a
Voided	A voided batch is no longer valid. All charges recorded in that batch are void and must be reentered.

Table 2-18: Description of Batch Status Codes

a. See "Understanding Adjustments to Miscellaneous Charges" on page 2-120 for details about creating adjusting invoices.

Changing the Status of an Invoice Batch

Batch Status Change		Ramifications of	How To Change the Status		
From	То	Changing the Status	How to Change the Status		
Open	Closed	You will not be able to add transactions to that batch until you reopen it.	 Go to the Invoice Batch Control (INVB) screen. Select the batch you want to close.^a Enter C in the Status field on the INVB screen. Save the record. 		
Closed	Open	You will be able to record transactions to that batch.	 Go to the Invoice Batch Control (INVB) screen. Select the batch you want to reopen.^a Enter O in the Status field. Save the record. 		
Open Closed	Reconciled	 You will not be able to enter transactions in that batch. The expected number of invoices and batch total must equal the actual number of invoices and batch amount. All transactions associated with the batch will be posted to AR. 	 Go to the Invoice Batch Control (INVB) screen. Select the batch you want to reconcile.^a Enter R in the Status field. Save the record. 		
Open Closed	Voided Voided	All transactions associated with the session must be reentered.	 Go to the Invoice Batch Control (INVB) screen. Select the batch you want to void.^a Enter v in the Status field. Save the record. 		

Table 2-19: Changing the Status of an Invoice Batch

a. To select the appropriate batch, enter the batch number at the AR Invoice Batch LookUp prompt or use the LookUp options to select the batch from the resolution screen.

Viewing Invoices Before Posting the Batch

You can view a summary of all the invoices recorded for any invoice batch on the Invoice Batch Summary (INBS) screen (figure 2-24). You can view an invoice batch on the INBS screen as long as the status of that batch is not "voided." Once you void a batch, Colleague removes the invoices associated with that batch and you cannot view them on the INBS screen.

From the INBS screen you can access the Miscellaneous Charges/Credits (MCRG) screen for any invoice in the batch. If you view a closed or reconciled batch, the MCRG screen displays the invoice as inquiry-only. If you view an open, unposted batch, you can modify the invoice when you access the MCRG screen from the INVB screen.

						_
1 * Invoice Person 1: 000003550 0050886 Jonathan F. Garfield 2: 000003551 0050886 Ms. Alyson Stevenson 3: 000003552 0050865 Nicholas Voreas 4: 000003553 0050869 Molly Everett 5: 000003554 0050870 Deborah Hasten 6: 000003555 0050864 Eric Bobel 7: 000003556 0050871 Gregory M. Stubin 8: 000003557 0050872 Michael Wyngarden 9: 000003558 0050874 Noreen Low 10: 11: 12:	Amount 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00	Adj	Int	voic	e	
12. 13: 14: 	450.00			- 88		

Figure 2-24: Example of the Invoice Batch Summary (INBS) Screen

Posting a Group of Miscellaneous Charges & Credits to AR

If you had set the Update AR Immediately parameter on the Invoice Batch Control (INVB) screen to "No," you must post the transactions 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:

- 1. Change the status of the batch to "Closed."
- 2. Run the batch reconciliation report.
- 3. Review the report.
- 4. If necessary, reopen the batch and modify any of the transactions.
- 5. Repeat this process until you have corrected all the transactions in the batch.
- 6. Change the status of the batch to "Reconciled."

See "Procedure for Reconciling an Invoice Batch" on page 2-89 for the detailed procedure. Refer to "Invoice Batch Status" on page 2-75 for more information about invoice batch statuses.

Posting Miscellaneous Charges or Credits for a Group of Individuals

When you want to charge the exact same set of charges to a group of individuals, run the batch miscellaneous charges and credits process. With this process you define one set of charges or credits—the invoice—and Colleague posts those charges to each member of the group you select. When you run this process you do not have the opportunity to review each individual invoice before Colleague updates AR with the charges.
Components of a Miscellaneous Charge or Credit Posted to a Group

Use the Batch Miscellaneous Billing (MISB) screen and the Batch Miscellaneous Billing Invoice (BMBI) screen to post a charge or credit to a group of individuals. Figure 2-25 illustrates each of these screens setup to post a set of graduation-related fees to graduating seniors.



Figure 2-25: Screens Used for Posting Charges to a Group of Individuals

Access the Batch Miscellaneous Billing (MISB) screen when you define a set of charges for Colleague to post to a group of individuals. From the MISB screen you access the Batch Miscellaneous Billing Invoice (BMBI) screen, on which you define the specific charges and credits Colleague posts. The Batch Miscellaneous Billing Invoice screen—which is similar to the Miscellaneous Charges/Credits Invoices (MCRG) screen that you use when you want to post a set of charges to an individual—is where you define the

- the charges and credits (in the Charges group)
- the invoice date and due date
- the applicable term and billing period start and end dates
- a general description of the charges

Refer to online help for specifics about the fields on this screen.

The Batch Miscellaneous Billing (MISB) screen is where you identify the group of individuals to whom Colleague posts the charges defined on the Batch Miscellaneous Billing Invoice (BMBI) screen. You can identify the group to whom Colleague posts these charges by using

- a saved list of IDs. You must create this list before you begin this process. The list must be a list of PERSON IDs.
- a list of individual IDs. You can enter individual IDs or use Person LookUp to locate the individuals you want included in the batch.
- a combination of either. If you enter the name of a saved list, you can also enter individual IDs. As a result, Colleague only selects the individuals listed if their ID is also in the saved list you identified. For example, you might have a very broad saved list of all students registered for the Fall semester. If, however, you want to post a set of charges to ten specific students only if they are registered for the Fall semester, you could identify the saved list and then individually list the ten students. Colleague posts the charges to each of the ten students whose IDs are also in the saved list (and are thus registered for the Fall semester).

You can further narrow the scope of individuals by using rules and additional selection criteria. To use either rules or additional selection criteria, you must first identify a saved list. After you enter the list of names, enter the name of one or more rules in the Rules group to narrow the list of individuals from the saved list. For example, if you use a saved list of all students registered for the Fall semester, but you only want to apply the charges to those with an anticipated program completion date of May of the following year, you could use a rule that would find those students who meet that criteria.

You must enter any rules you want to use prior to listing them on the MISB screen. Colleague does not allow you to access the Rules Definition (RLDE) screen from the MISB screen to enter new rules.

If you did not have a rule defined for the desired criteria and you did not want to create such a rule, you could use the Additional Selection Criteria screen (accessible from the Additional Selection Criteria field) to define your selection criteria.

When you save the information you enter on the Batch Miscellaneous Billing (MISB) screen, Colleague evaluates all the selection information to determine to which students it posts the charges.

Reviewing Invoices Posted to a Group

When you run the batch miscellaneous billing process, Colleague generates a report listing, by individual, the invoices posted as a result of the process. Because this process immediately posts the miscellaneous charges and credits to AR, it is important that you review this list for accuracy and completeness. "Modifying Incorrect Charges Posted to a Group" below provides some tips for correcting some common errors with posting miscellaneous charges and credits to a group.

Modifying Incorrect Charges Posted to a Group

Some of the common errors that you can make when posting miscellaneous charges and credits to a group of individuals include

- applying the wrong set of charges
- identifying the wrong group of individuals
- erroneously including one or more individuals in the group
- erroneously excluding one or more individuals from the group

If any of these situations occur, you can correct the error by reversing what you did.

Correcting the Wrong Charges Posted

Complete the following steps if you ran the batch miscellaneous charges and credits process and posted the wrong set of charges to a group of individuals:

Step	Action	Hints
1	Access the Batch Miscellaneous Billing (MISB) screen.	If you have not run the batch miscellaneous billing process for another batch, the information from that batch remains on both the Batch Miscellaneous Billing (MISB) screen and on the Batch Misc Billing Invoice (BMBI) screen.
2	Access the Batch Misc Billing Invoice (BMBI) screen from the Invoice field.	

Table 2-20: Steps for Reversing Incorrect Charges Posted to a Group

Step	Action	Hints
3	Define the reversing invoice for Colleague to post to each account in your batch. The invoice you define should reverse the incorrectly posted invoice.	If the invoice information that is displayed on the Batch Misc Billing Invoice (BMBI) screen is what you want to reverse, simply delete the charge amount and enter the same amount in the credit field for each line in the Charges group (see figure 2-25).
4	Return to the Batch Miscellaneous Billing (MISB) screen.	
5	Complete the Batch Miscellaneous Billing (MISB) screen. Be sure to select the group of individuals to whom you incorrectly posted the previous charges.	If the batch information displayed on the Batch Miscellaneous Billing (MISB) screen is the batch you are correcting, you can continue with step 6.
6	Run the batch by finishing the MISB screen.	
7	Access the Batch Miscellaneous Billing (MISB) screen.	
8	Access the Batch Misc Billing Invoice (BMBI) screen from the Invoice field.	
9	Define the correct invoice for Colleague to post to each account in your batch.	The previous invoice information is displayed on the Batch Misc Billing Invoice (BMBI) screen. Change the amount of each item in the Charges group back to the appropriate charge/credit value.
10	Return to the Batch Miscellaneous Billing (MISB) screen.	
11	Complete the Batch Miscellaneous Billing (MISB) screen.	Since the batch information displayed on the Batch Miscellaneous Billing (MISB) screen is the batch you are correcting, you can continue with step 6.
12	Run the batch by finishing the MISB screen.	

 Table 2-20: Steps for Reversing Incorrect Charges Posted to a Group (Continued)

Correcting Charges that Were Posted to the Wrong Group

Complete the following steps to correct a batch of miscellaneous charges or credits that was posted to the wrong group of individuals:

Step	Action	Hints
1	Complete the steps in table 2-20 above to reverse the charges posted to the wrong group.	In this step you will change the invoice so that the reversal entry is posted to the original—incorrect—group of individuals.
2	Access the Batch Miscellaneous Billing (MISB) screen.	
3	Access the Batch Misc Billing Invoice (BMBI) screen from the Invoice field.	
4	Define the invoice for Colleague to post to each account in your batch. This is the original invoice that you want to post to the correct group.	The Batch Misc Billing Invoice (BMBI) screen should display the invoice that you just reversed from the original group of individuals. Change the amount of each item in the Charges group back to the appropriate charge/credit value.
5	Return to the Batch Miscellaneous Billing (MISB) screen.	
6	Complete the Batch Miscellaneous Billing (MISB) screen. Select the group to whom you wish to post these charges.	You will need to remove the previously selected group and replace it with the correct group either as a saved list or as a list of individual IDs.
7	Run the batch by finishing the MISB screen.	

 Table 2-21: Steps for Correcting Charges that Were Posted to the Wrong Group

Correcting Erroneously Excluded Individuals

Step	Action	Hints
1	Access the Batch Miscellaneous Billing (MISB) screen.	If the last batch run was not the batch from which you excluded the individuals, you will need re-enter the invoice for the batch. See "Components of a Miscellaneous Charge or Credit Posted to a Group" on page 2-80.
2	Go to the Saved List Name field.	
3	Remove the name of the saved list used when you ran the last batch.	
4	Enter the names or IDS of each individual you want to post the charges to.	
5	Finish from the MISB screen.	

Complete the following steps when you have left individuals out of the group.

Table 2-22: Steps for Posting Charges to Individuals Erroneously Excluded for a Group

Correcting Erroneously Included Individuals

Complete the following steps when you have erroneously included individuals in a group.

Step	Action	Hints
1	Access the Batch Miscellaneous Billing (MISB) screen.	If the batch miscellaneous billing process has not been run since the batch that you are reversing, then the information from that batch remains on both the Batch Miscellaneous Billing (MISB) screen and on the Batch Misc Billing Invoice (BMBI) screen.
2	Access the Batch Misc Billing Invoice (BMBI) screen from the Invoice field.	

Table 2-23: Steps for Removing Charges Erroneously Posted to Selected Individuals

Step	Action	Hints
3	Define an invoice that is a reversal of the invoice you posted to the wrong individuals.	If the invoice information displayed on the Batch Misc Billing Invoice (BMBI) screen is what you want to reverse, simply delete the charge amount and enter the same amount in the credit field for each line in the Charges group (see figure 2-25).
4	Return to the Batch Miscellaneous Billing (MISB) screen.	
5	Go to the Saved List Name field.	
6	Remove the name of the saved list used when you ran the last batch.	
7	Enter the names or IDs of each individual you want to post the charges to.	
8	Finish from the MISB screen.	

Table 2-23: Steps for Removing Charges Erroneously Posted to Selected Individuals (Continued)

Procedure for Entering Miscellaneous Charges & Credits for a Group

Procedure for	On page …
entering miscellaneous charges and credits as invoice batches	page 2-87
reconciling an invoice batch	page 2-89
adjusting transactions in an invoice batch	page 2-90
entering miscellaneous charges and credits for a group	page 2-91

This section provides procedures for completing the following tasks:

 Table 2-24: Procedures for Entering Miscellaneous Charges and Credits for a Group

Procedure for Entering Miscellaneous Charges & Credits as Invoice Batches

Step	Action	Hints
1	Read "Entering Miscellaneous Charges or Credits as an Invoice Batch" on page 2-73.	
2	Access the Invoice Batch Control (INVB) screen.	
	The AR Batch LookUp or (A)dd prompt is displayed.	
3	Enter A.	If you want to modify the information or change the status of an existing batch, enter the batch number. See "Components of an Invoice Batch" on page 2-73 for more information about working with the batch controls for miscellaneous charges.
4	Complete the INVB screen.	
5	Save the batch controls.	
6	Access the Miscellaneous Charges/Credit Invoice (MCRG) screen.	
7	Locate the student's record.	
	The AR LookUp or (A) prompt is displayed.	

Complete the following steps to enter the same charge or credit to a group of individuals.

Table 2-25: Steps for Entering Miscellaneous Charges or Credits to a Group of Individuals

 With Review

Step	Action	Hints
8	Enter A.	
	The AR Invoice Batch LookUp prompt is displayed.	
9	Enter @.	
	The default values you entered on the INVB screen are displayed.	
10	Make any changes or additions to the current student's invoice.	
11	Save this record and remain on the MCRG screen.	
	The Person LookUp prompt is redisplayed.	
12	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" on page 2-89 for information about reconciling a batch.

Table 2-25: Steps for Entering Miscellaneous Charges or Credits to a Group of Individuals

 With Review (Continued)

Procedure for Reconciling an Invoice Batch

Complete the following procedure to reconcile a batch of invoices.

You must have an open or closed invoice batch in order to complete this procedure.
--

Step	Action	Hints
1	Access the Invoice Batch Control (INVB) screen.	
2	Enter the identification number of the batch you want to reconcile.	
3	Enter C in the Status field.	
4	Update the batch.	
5	Repeat step 2 through step 4 for each batch that you want to reconcile.	
6	Access the AR Batch Reconciliation (ARBR) screen.	
	Run the batch reconciliation report for each batch you need to reconcile.	
7	Using the batch reconciliation report, confirm that the transactions in each batch are correct.	See "Procedure for Adjusting Transactions in an Invoice Batch" on page 2-90 if you need to make any adjustments to a batch before it is reconciled.
8	Access the Invoice Batch Control (INVB) screen.	
9	Enter the identification number of the batch you have reconciled.	
10	Enter R in the Status field.	
11	Update the batch.	See "Procedure for Adjusting
	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.	Miscellaneous Charges' on page 2-124 if you need to modify a transaction from a reconciled batch.
12	Repeat step 9 through step 11 for each batch that you have reconciled.	

Table 2-26: Steps for Reconciling an Invoice Batch

Procedure for Adjusting Transactions in an Invoice Batch

Complete the following procedure to adjust a miscellaneous charge or credit transaction belonging to an invoice batch.

Adjustments to an invoice batch can only be made if the "Update AR Immediately" parameter on the Invoice Batch Control (INVB) screen has been turned off (if the field is set to "No").

Step	Action	Hints
1	Access the Invoice Batch Control (INVB) screen.	
2	Enter the identification number of the batch that the transaction is in.	
3	If "C" displays in the Status field, enter O.	If "O" displays in the Status field, continue with step 4.
		If "R" or "V" displays in the Status field, you must use an adjusting invoice to modify any of the transactions associated with the batch. See "Procedure for Adjusting Miscellaneous Charges" on page 2-124.
4	Access the Miscellaneous Charges/Credit Invoice (MCRG) screen.	
5	Locate the student's record.	
	The AR LookUp or (A) prompt is displayed.	
6	Enter @.	
7	Make any changes or additions to the current student's invoice.	
8	Repeat this procedure beginning with step 4 for each transaction you need to adjust.	
9	Access the Invoice Batch Control (INVB) screen.	
10	Enter the identification number of the batch that the transaction is in.	
11	Enter C in the Status field.	Complete "Procedure for Reconciling an Invoice Batch" on page 2-89 to reconcile this batch.

 Table 2-27: Steps for Adjusting Transactions in an Invoice Batch

Procedure for Entering Miscellaneous Charges & Credits for a Group

Complete the following steps to enter a one or more miscellaneous charge to a group of individuals without reviewing each individual invoice.

Step	Action	Hints
1	Read "Posting Miscellaneous Charges or Credits for a Group of Individuals" on page 2-79.	
2	Access the Batch Miscellaneous Billing (MISB) screen.	
3	Access the screen Batch Misc Billing Invoice (BMBI) screen from the Invoice field.	
4	Define the invoice that will be posted to each account in your batch.	See "Components of a Miscellaneous Charge or Credit Posted to a Group" on page 2-80
5	Return to the Batch Miscellaneous Billing (MISB) screen.	
6	Complete the Batch Miscellaneous Billing (MISB) screen.	See "Components of a Miscellaneous Charge or Credit Posted to a Group" on page 2-80
7	Run the batch by finishing the MISB screen.	

Table 2-28: Steps for Entering Misc. Charges & Credits for a Group of Individuals

 Without Review

Adjusting Accounts

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes adjustments as they apply to registration charges, room charges, meal plan charges, and miscellaneous charges such as a child care charge entered as either a miscellaneous charge or as a recurring receivable.

For Information About	See	
adjusting a student's registration charges	"Components of Registration Charge Adjustments" on page 2-95	
overriding a student's registration charges	"Understanding Registration Charge Overrides" on page 2-102	
adjusting a student's room assignment charges	"Understanding Room Charge Adjustments" on page 2-112 "Understanding Meal Plan Adjustments" on page 2-117	
overriding a student's room assignment charges		
adjusting a student's meal plan assignment charges		
overriding a student's meal plan assignment charges		
adjusting miscellaneous charges	"Understanding Adjustments to Miscellaneous Charges" on page 2-120	
how Colleague generates charges from overrides and adjustments	"Understanding How Colleague Adjusts a Student's Account" on page 2-126	

 Table 2-29: Information Provided in the "Adjusting Accounts" Chapter

Before You Begin

Before you can make adjustments or overrides to an individual's account, you should read "Understanding an Individual's Receivables" beginning on page 2-5 to understand how Colleague generates student receivables. In addition, you must define the billing override reason codes. See *Getting Started with the Student System* for information about defining these codes.¹

Understanding Registration Adjustments & Overrides

Before reading this section, you should have an understanding of how Colleague generates registration charges. Refer to "Understanding Registration Billing" on page 2-8 for complete information about the registration billing process.

An adjustment is a change to a charge after Colleague generates the charge. Colleague does not have to post the charge to accounts receivable before you adjust it. An override is a change to a charge you make at the time you record the charge. For example, an override is when you change an aspect of a course section billing's information at the time the student registers for that course section. There are many components about the adjustments and overrides that are similar—for example, the screens used to enter the adjustment or override. However, because an adjustment is typically made at a different time and often by a different person than when an override is made, the two options are described separately. Table 2-30 lists the sections that explain each function.

Function	References
Adjusting a student's registration charges	"Components of Registration Charge Adjustments" on page 2-95
	"Procedures for Adjusting Registration Charges" on page 2-107
	"Understanding Incorrect Student Billing Characteristics" on page 2-105

 Table 2-30: Where to Find Information about Adjusting and Overriding a Student's Registration Charges

^{1.} Because this chapter discusses adjusting invoices created through either the automatic or manual billing processes, it is assumed that the codes and other information needed to create those invoices have been set up. See *Getting Started with the Student System* for information about what is needed to set up these processes.

Function	References
Overriding a student's registration charges	"Understanding Registration Charge Overrides" on page 2-102
	"Procedures for Adjusting Registration Charges" on page 2-107
	"Understanding Incorrect Student Billing Characteristics" on page 2-105

 Table 2-30: Where to Find Information about Adjusting and Overriding a Student's Registration Charges (Continued)

Components of Registration Charge Adjustments

You can adjust tuition discounts, billing credits, and other registration charges (non-tuition charges) for any student after Colleague completes the registration process (either before or after the charges have been posted to accounts receivable). Use the Section Billing Override (SCBO) screen to record adjustments and overrides to a student's registration charges (figure 2-26).

	08/12/97 10:38 SECTION BILLING O Smith, Martha S. ID: 0000 Home: 608-546-5455 Work: 608-976-6767 FRS-101-01 Freshman Seminar	VERRIDE 643 Term:	97/FA Loc:	SCBO
	Bill Method: From Secti Bill Period Type:	Term	Sched Type:	
Discounts Group Other Charges	1 Billing Credits: 3.00000 D 2 Discount Code 1: SEN Senior Citizen M 2: 3 Additional Charges/Credits * AR Code * Description 1: 2:	AR Code DISC Charge	Percent 25.00 Total: Credit	Amount 187.50 187.50 Net
Group 🖵	Total:	0.00	0.00	0.00
	4 * Comments: Misc Fee: 5 * Sec Bill Info: X 6 * Tuition: 7 * Other Charges:	0.00 750.00 0.00	Subtot: Tax: Total.:	562.50 0.00 562.50

Figure 2-26: Example of an Adjustment to a Registration Charge

Use the Section Billing Override screen to enter adjustments or overrides for one course section at a time. For example, figure 2-26 illustrates an adjustment to billing information for the Freshman Seminar that Martha Smith registered for at Datatel University (DU).

On the SCBO screen you can only modify the billing credits, discounts, or other course section charges associated with a course section.

Billing Credits. If the number of billing credits associated with a course section is incorrect for a student, you can change the billing credits on the SCBO screen. After you adjust the billing credits Colleague recalculates the student's registration charges based on the modified value.

The Billing Credits field is blank when you first access the Section Billing Override screen and Colleague displays a "D" to the right of the field. The "D" indicates that Colleague is currently calculating the student's registration charges based on the default number of billing credits associated with this course section. If you enter a value in the Billing Credits field, Colleague displays a "M" to the right of the value, indicating that you manually entered the billing credits. Once you change this value, Colleague uses the new value for this occurrence of this course section each time it calculates the student's registration charges.

For example, when Jonathan Garfield registered for MATH*113*01 at DU, Colleague used the default billing credits of 4 to calculate his registration charges. Later, the business office adjusted this course section, changing the billing credits for Jonathan to 3. When Colleague recalculated his registration charges, Colleague used 3 billing credits for that course section. If the default for MATH*113*01 is subsequently changed to 5, Colleague will continue to calculate Jonathan's registration charges based on 3 billing credits for MATH*113*01.

Discounts Group. Use the fields in the Discounts Adjustment group to make one or more of the following adjustments for a course section that uses section-based billing:

- add a discount
- change the percent of an existing discount
- delete a discount

If there are any discounts associated with the course section, Colleague displays those discounts in the Discounts Adjustment group when you access the Section Billing Override screen.

To add a discount to a course section, enter the appropriate discount code on a blank line of the Discounts Adjustment group. Colleague displays the discount codes default percent or amount, which you can override as appropriate for this individual.

To change the percent of an existing discount, go to the Percent field for that discount and enter the new percent. For example, if a student was given a 20 percent discount but should have received a 25 percent discount, enter **25** in the Percent field.

To delete a discount, delete the discount code from the Discounts Adjustment group.

You cannot delete all of the discount codes associated with a course section. To remove all discounts associated with a course section, change the discount percent of each to zero. For example, to remove Martha Smith's senior citizen discount on the Freshman Seminar (figure 2-26), you would have to change the discount percent to zero, since the senior citizen discount is the only discount that applies to that course section.²

For example, Martha Smith received a senior citizen discount when she registered for the Freshman Seminar at Datatel University. However, Colleague did not apply an additional 5 percent discount that she was supposed to receive for this course section at the time she registered. To adjust the

^{2.} Colleague interprets a complete removal of all discounts as meaning "use the default discounts." This lets you make an adjustment and then return to the defaults by deleting everything in the group.

discount information for this course section, the business office accessed the Section Billing Override screen and adjusted the discount percent. Figure 2-27 illustrates the adjustment.



Figure 2-27: Example of Adjusting a Tuition Discount

Additional Charges Group. Use the fields in the Additional Charges group to add course section charges or credits.

To add a course section charge, enter the appropriate AR code in the Additional Charges group. The default information from the AR code displays in the group. You can change the default information (the description, charge or credit) as necessary for this course section for this student.

To change other course section charges on the Section Billing Override screen, credit the original charge; then enter the amount of the new charge or credit on a separate row. For example, a student was charged a \$25 lab fee but should have been charged \$20. In the Additional Charges group, enter **25** in the Credit field of a row, and then enter **20** in the Charge field of a new row .

2-98

To delete a course section charge, complete the steps listed above for changing the amount of an existing course section charge, but only enter the reverse in either the Charge or Credit field, as appropriate.

Accessing the Section Billing Override Screen

Access the SCBO screen from either the Registration Billing Summary (RGBS) or the Registration Billing Period Summary (RBPS) screen.

Accessing the Section Billing Override Screen from the Registration Billing Summary Screen. The Courses group of the Registration Billing Summary screen lists all course sections billed during the selected period. When you need to adjust one of the course sections listed in this group, access the Section Billing Override screen for that course section (figure 2-29).

	08/12/97 11:44 R Smith, Martha S. Home: 608-546-5455 Work:	EGISTRATI 608-976-	ON BILLIN ID: 0000 6767	IG SUMMARY 643		RGB
	1 * Course Section 1: FRS-101-01 2: ENG-101-01 3: 4: 5: 6: 7	Title Freshman Freshman	Stat Semin N Engli N	Term 97/FA 97/FA	Total 600.00 561.00	New Charge 600.0 561.0
	7: 2 * Groups 1: SENIOR Senior Citizen 2: 3: 4: 5: 6:	– Billing	Period A Bill 97	mounts ——— Period /FA	Total 1,161.00	New Charge 1,161.0
	Controller Courses		To	tals:	1,161.00 Value	1,161.0 1 of 2
08/12/97 Smith, M Home: 608 FRS-101-0	10:38 SECTION BI artha S. I -546-5455 Work: 608-976-67 1 Freshman Semin	LLING OVE D: 000064 67 ar	RRIDE 3 Term:	97/FA Lo	SCE c:	0
Bill Meth	od: From Secti Bill Period	l Type: Te	rm	Sched Type:		
1 Billing 2 Discoun 1: SEN	Credits: 3.00000 D t Code Senior Citizen	М	AR Code DISC	Percent 20.00	Amount 150.00	
2: 3 Additio * AR Co 1: 2:	nal Charges/Credits de * Description		Charge	Total: Credit	150.00 Net	;
3:	Τα	tal:	0.00	0.00	0.00	•
4 * Comme 5 * Sec B	nts: Misc Fee ill Info: X 6 * Tuition 7 * Other Char	:	0.00 750.00 0.00	Subtot: Tax: Total	600.00 0.00	

Figure 2-28: Accessing the Section Billing Override Screen from the Registration Billing Summary Screen

Accessing the Section Billing Override Screen from the Registration Billing Period Summary Screen. The Billing Period Amounts group of the Registration Billing Summary screen lists all the groups of course sections Colleague created for billing purposes during a selected billing period. For example, in figure 2-28, the SENIOR group represents all the course sections that Colleague grouped together for generating the charges associated with the SENIOR registration rate table. If a student registers for one or more course sections billed by the course section that do not have a billing period type, Colleague lists those course sections in the Billing Period Amounts group as well. From the Billing Period Amounts group you can access the Registration Billing Period Summary (RBPS) screen. The Registration Billing Period Summary screen provides details about the specific course sections in a selected billing period group.

From any of the individual course sections listed on the Registration Billing Period Summary screen you can access the Section Billing Override screen (figure 2-29).



Figure 2-29: Accessing the Section Billing Override Screen from the Registration Billing Period Summary Screen

Understanding Registration Charge Overrides

You can override one or more components of a student's registration information that affect registration billing at the time the student is registering for his course sections. The overrides you can enter are the same as the adjustments that you can make after the registration process is complete. These overrides include:

- changing the number of billing credits
- changing information about a course section's discounts
- changing information about other course section charges

To make any of these changes—which are described in detail in "Components of Registration Charge Adjustments" on page 2-95—you access the Section Billing Overrides (SCBO) screen via the Registration (RGN) screen.

The table below identifies the screens that you can access from the Registration (RGN) screen to view or change registration billing information.

If you want to	From the	Access the
Change section registration information for a student from the RGN screen	Section Name and Title field	Section Registration Changes (SRGC) screen
View registration billing information from the RGN screen	Billing field	Registration Billing Summary (RGBS) screen
Override billing information from the SRGC screen	Billing field	Section Billing Override (SCBO) screen
Override billing information from the RGBS screen	Course Section field	Section Billing Override (SCBO) screen
View term related charges and credits from the RGBS screen	Billing Period Amounts group	Registration Billing Period Summary (RBPS) screen
Enter detailed information about additional charges/credits from the SCBO screen	AR Code field	Course Sec Charge/Credit Item (CCRG) screen
View billing information for a course section from the SCBO screen	Section Billing Information field	Section Billing Information (SECB) screen
View tuition charges for a section from the SCBO screen	Tuition field	Section Tuition Inquiry (SCTI) screen
View other charges for a section from the SCBO screen	Other Charges field	Section Other Charges Inquiry (SOCI) screen

Table 2-31: Additional Workflow from	om the Registration	(RGN) screen
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If you want to	From the	Access the
Override billing information from the RBPS screen	Course Section field	Section Billing Override (SCBO) screen
View registration term charges from the RBPS screen	Registration Term Charges field	Registration Term Charge Inquiry (RTCI) screen
View tax information on registration charges from the RBPS screen	Taxes field	Invoice Tax Summary (INTS) screen

 Table 2-31: Additional Workflow from the Registration (RGN) screen (Continued)

Changing a Student's Academic Level for a Course Section

If you use the academic level information associated with a course section as a student billing characteristic, you might need to override the default academic level for some course sections that a student registers for.³

For example, Datatel University uses the academic level from the course section as a student billing characteristic for all registration billing tables. If an undergraduate takes a graduate course for credit towards his undergraduate degree, then he is charged the appropriate undergraduate rate. Therefore, when an undergraduate student registers for a graduate course section, the registrar accesses the Section Registration Changes (SRGC) screen from the Registration (RGN) screen and changes the academic level for that course section, for that student, to UG. Figure 2-30 illustrates how the registrar at Datatel University overrode the academic level for a graduate course that Jonathan Garfield registered for as an undergraduate.

Colleague stores the student's academic level associated with a course section and uses that information as an academic characteristic and not only as a billing characteristic. Therefore, you should completely understand how changing an item such as academic level may affect a student's academic information. Refer to *Using Academic Records* for more information.

^{3.} You have used the academic level associated with a course section if you use STC.ACAD.LEVEL as a billing field. Refer to *Getting Started with the Student System* for more information about billing fields and student billing characteristics.



Figure 2-30: Overriding a Student's Academic Level for a Specific Course Section

Understanding Incorrect Student Billing Characteristics

If one or more of a student's characteristics do not accurately reflect their true billing characteristics, Colleague may assign them to the wrong registration rate table. For example, if a student's residency status changes from out-of-state to in-state, but Colleague does not reflect that change, Colleague will continue to bill the student by the out-of-state registration rate table. Complete the following steps to adjust a student's billing characteristic and regenerate the registration charges based on the corrected billing information:

1. change the incorrect data in the Colleague database. To change much of the information that is typically associated with billing characteristics, such as residency status, use the Student Profile (SPRO) screen. From the SPRO screen you can access additional screens where the appropriate information is stored. See *Using Academic Records* and online help for complete details about the SPRO screen.

You may need to enter an override to a course section default to change billing characteristics based on information directly related to a student's course section. See "Understanding Registration Charge Overrides" on page 2-102 for details.

2. regenerate the student's registration charges. Use the batch billing process (initiated from the Batch Reg/Room/Meal Billing [BILL] screen) to regenerate the charges. You can select to only regenerate the registration charges for a single student, or a group of students, from this process. See "Generating Student Receivables" beginning on page 2-61 for more information about the batch billing process.

Determining which Registration Rate Table was Used

Use the Registration Billing Summary (RGBS) screen (figure 2-31) to identify the registration rate table Colleague used to calculate a student's registration charge. The Billing Period Amounts group on the RGBS screen lists the groups Colleague created to generate a set of charges. These groups represent the course sections that, for the selected billing period, Colleague billed using one or more registration rate tables (when the course sections have a table ["T"] billing method). The first field in this group provides the name of the registration rate table Colleague used to generate the associated charges.

If one or more course sections billed during the selected period were section billed (an "S" billing method), and those course sections do not have a billing period type, Colleague lists those course sections individually in the Billing Period Amounts group.



Figure 2-31: Example of a Student's Registration Billing Information

The example of the Registration Billing Summary screen illustrated in figure 2-31 indicates that Colleague based Jonathan Garfield's registration charges for the Fall term on the In-State Undergraduate registration rate table.

Procedures for Adjusting Registration Charges

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.

Procedure for 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	Action	Hints
1	Access the Registration Billing Summary (RGBS) 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
2	Go to the course section that has the discount associated with it. Note: Discounts are only associated with course sections that have a "S" billing method.	If the course section does not display in the Course Section group of the RGBS 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 RGBS screen.
3	Access the Section Billing Override (SCBO) screen.	You can only access the SCBO screen to make adjustments from the Registration Billing Summary (RGBS) screen or the Registration Billing Period Summary (RBPS) screen.
4	Go to the Discounts Adjustment group.	

 Table 2-32: Steps for Adjusting Tuition Discounts

Step	Action	Hints
5	Enter the appropriate discount adjustment.	Enter the adjustment as the
	To change the discount percent, enter the correct percent in the Percent field.	student received a 30 percent discount but should have
	To remove a discount, delete that discount from the Discounts Adjustment group.	received a 35 percent discount, enter 35 in the Percent field.
	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.	
6	Save the adjustment.	If you want to add any additional charges or credits, continue with step 4 of the "Procedure for Adjusting Course Section Charges" on page 2-109
7	Save the billing summary information.	If you leave the Registration Billing Summary (RGBS) screen without saving the record, the changes you made on the SCBO screen will not be changed.
8	Regenerate the student's registration charges.	If the registration charges Update AR Immediately parameter is set to "No," you must run the batch registration billing process (from the Batch Reg/Room/Meal Billing [BILL] screen).
		See"Generating Student Receivables" beginning on page 2-61 for information on running that process.

 Table 2-32: Steps for Adjusting Tuition Discounts (Continued)

Procedure for Adjusting Course Section Charges

Step	Action	Hints
1	Access the Registration Billing Summary (RGBS) screen.	
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 RGBS 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 RGBS screen.
3	Access the Section Billing Override (SCBO) screen.	You can only access the SCBO screen from the Registration Billing Summary (RGBS) screen or the Registration Billing Period Summary (RBPS) screen.
4	Go to the Additional Charges group.	
5	Add the AR code associated with the charge you want to add.	
6	Enter the amount of the charge or credit.	

Complete the following steps to add course section charge.

 Table 2-33: Steps for Adjusting a Student's Course Section Charges

Step	Action	Hints
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" on page 2-107.
8	Regenerate the student's registration charges.	If the registration charges Update AR Immediately parameter is set to "No," you must run the batch registration billing process (from the Batch Reg/Room/Meal Billing [BILL] screen).
		See "Generating Student Receivables" beginning on page 2-61 for information on running that process.

 Table 2-33: Steps for Adjusting a Student's Course Section Charges (Continued)

Procedure for 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.

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	Action	Hints	
1	Access the Registration (RGN) screen.		
2	Add a course section.	Refer to <i>Using Registration</i> and online help for more information about the Registration screen.	
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, 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 1. access the Section Registration Changes (SRGC) screen as explained in this step 2. access the Section Billing Override screen from the Billing field of the SRGC screen	
4	Save the changes you made.		
5	Continue with the registration process for this student.		

Table 2-34: Steps for Overriding a Student's Registration Billing Charges

Understanding Room and Meal Plan Adjustments

The following sections, "Understanding Room Charge Adjustments" and "Understanding Meal Plan Adjustments" explain how to adjust charges that Colleague generates from the Residence Life module. If you do not have the Residence Life module, you may skip these sections.

Understanding Room Charge Adjustments

The following section describes adjustments to a room charge. However, the process for overriding billing information at the time the room assignment is made is the same.

After a student's room assignment is recorded, you may need to adjust any portion of those charges. For example, Colleague may have billed the student at the wrong rate or for the wrong period of time, or an additional room charge may have been omitted. When any of these errors are found after the original charge is entered, you need to record an adjustment to the student's room assignment billing information.

Components of a Room Billing Adjustment

Use the Room Billing Override (RMAB) screen (figure 2-32) to change the following about an individual's room billing record:

- the room rate table
- the room rate period
- the room rate
- additional room charges
- AR code, AR type, and refund formula

03/18/98 11:27 ROOM BILLING OVERRIDE Garfield, Jonathan ID: 0050886	Ξ	RMAB		
Building/Room: Brook Hall	215			
Room Start/End Dates: 08/15/97 12/21/97 Status/Date: Assigned 08/14/97 1 * Room Rate Table: A-2 Student Double 2 Rate Period/Rate: T Term 1530.00				
4 * Addnl Chrg/Cr * Description	Charge	Credit		
2: 5 Rental AR Code: DRM Residence Hall Char 6 Rental AR Tune . 81 Student Pereiu D	ges D Net:	0.00		
7 Refund Formula: ROOM Room REFUND Fo D 8 * Comments 1:	Rental Amount: Addnl Chrg/Cr: Refund:	1,530.00 0.00		
2: 9 * Taxes	Tax: Total.:	0.00 1,530.00		

Figure 2-32: Example of a Room Billing Override

Room Rates. To change the rate at which Colleague charges an individual for a room, you can

- enter a different room rate table. You can only enter a room rate table associated with the building and room assigned to the student. When you go to the Room Rate Table field on the RMAB screen, LookUp is restricted to the valid rate tables. You can detail to the Room Rate Tables (RRTP) screen from the Room Rate Table field to view the rates for the selected room rate table. See *Getting Started with the Student System* for more information about room rate tables.
- change the rate period. If an individual is assigned a room at the daily rate, Colleague may
 calculate a different charge for the same period if the rate is based on a weekly or monthly
 rate. See "Understanding Room Billing" on page 2-44 for information about how
 Colleague calculates room charges based on different rate periods.
- change the room rate. If the student is charged based on the appropriate room rate table, for the appropriate rate period, you can change the rate at which the student is charged by changing the room rate. To change the room rate, enter the new rate in the Override Rate field on the RMAB screen. When you enter a new rate, you must also enter a reason for the override (in the Override Reason field). The rate that you enter is the new rate that corresponds with the assigned rate period. For example, if the assignment is for a term rate period, be sure that the override rate is the term rate.

Additional Room Charges. To change the rate for one or more additional room charges, enter the correct rate in the Charge (or Credit) field in the Additional Charges group.

To add other room charges

- enter the charges directly on the Room Billing Override screen.
- access the Additional Room Charges/Credits (ARCG) screen from the AR Code field of the Additional Charges group. Use the Additional Room Charges/Credits screen to view up to five additional charges at once, modify any existing room charges, or add new ones. Refer to the online help for the ARCG screen for complete information about modifying or entering additional room charges.

To view details about one particular room charge or to expand the description of that room charge, access the Room Charge/Credit Item (RCHG) screen from either the Room Billing Override (RMAB) screen or from the Additional Room Charges/Credits (ARCG) screen. From either screen, access the Room Charge/Credit Item screen from the Description field of a specific additional charge. Refer to the online help for the RCHG screen for complete information about modifying additional room charges on that screen.

Figure 2-33 illustrates an additional room charge that the residence life office entered for Jonathan Garfield's room assignment at Datatel University, and illustrates the detailed information available



Figure 2-33: Entering Additional Room Charges

Other Room Billing Items. To change the AR code, AR type, or refund formula associated with the room assignment, go to the appropriate field on the Room Billing Override (RMAB) screen and enter the correct information.
Procedure for Adjusting an Individual's Room Assignment Charge

Complete the following steps to adjust an individual's room assignment charge.

- The steps described in the following procedure can be done at the time the room assignment is made to record an override to any default values.
- Because the Room Billing Override (RMAB) screen is accessible from the Room Assignment (RMAS) screen—the screen the residence life office uses to make room assignments—you should develop an institutional policy to determine if the staff members who record room assignments have access to the RMAB screen. If people from offices other than the business office access this screen, you will need to make available to them the documentation for making overrides and adjustments.

Step	Action	Hints
1	Access the Room Billing Override (RMAB) screen.	You can access the RMAB screen from the Bill Override field on the Room Assignment (RMAS) screen.
2	 Make any of the following adjustments from the RMAB screen: change the room rate table, the rate period, or override the room rate modify or add additional charges change the AR code, AR type, or refund formula 	Refer to "Components of a Room Billing Adjustment" on page 2-112 and online help for complete information about these adjustments.
3	Save the overrides.	If you accessed the RMAB screen from the Room Assignment screen, be sure to save the room assignment as well.

 Table 2-35: Steps for Adjusting Room Assignment Charges

Understanding Meal Plan Adjustments

The following section describes adjustments to a meal plan charge. However, the process for overriding billing information at the time the meal plan assignment is made is the same.

After a student's meal plan assignment is recorded, you may need to adjust any portion of those charges. For example, the student may have been billed at the wrong rate or for the wrong period of time. When any of these errors are found after the original charge is entered, you need to record an adjustment to the student's meal plan assignment billing information.

Components of a Meal Plan Billing Adjustment

Use the Meal Plan Billing Override (MPLB) screen to make adjustments to a student's meal plan charges. You can access the MPLB screen directly or from the Meal Plan Assignment (MPAS) screen.

12/01/99 08:54 MEAL PLAN BILLING OUE Williams Jr., Mr. Jeremy ID: 0050918	RRIDE MPLB
Meal PlanStandard Plan Rt Pd/Rate/No Purched: W Weekly 200.00 Term	16 12/01/99 chorized by Bus. Offic les Default ible Default id Default
1: Changed the meal plan rate because of 2: special dietary restrictions 3: 7 * Taxes	Meal Plan Amount: 2,800.00 Refund
Controller Comments	Tax 0.00 Total: 2,800.00 Value 2/2

Figure 2-34: Example of a Meal Plan Billing Override

Use the Meal Plan Billing Override (MPLB) screen to can change the following about an individual's meal plan billing:

- the billing rate
- the AR code, AR type, or refund formula
- the percentage or number of units used (when the plan is cancelled after it has begun)

Billing Rate. To change the billing rate for an individual for a meal plan, enter the new rate in the Override Rate field. If you override the default rate associated with a meal plan, you must also enter a billing override reason code.

For example, Mary Williams was granted a special circumstance reduction in her meal plan rate from the \$200 per week rate associated with the plan she was assigned, to \$150 per week. The business office made the adjustment as illustrated in figure 2-35.



Figure 2-35: Example of an Adjusted Meal Plan Billing Record

Other Meal Plan Billing Items. To change the AR code, AR type, or refund formula associated with the meal plan assignment, go to the appropriate field on the Meal Plan Billing Override (MPLB) screen and enter the correct information.

Procedure for Adjusting an Individual's Meal Plan Assignment

Complete the following steps to adjust an individual's meal plan assignment charge.

- The steps described in the following procedure can be done at the time the meal plan assignment is made to record an override to any default values.
- Because the Meal Plan Billing Override (MPLB) screen is accessible from the Meal Plan Assignment (MPAS) screen—the screen the residence life office uses to assign a meal plan to an individual—you should develop an institutional policy to determine if the staff members who record meal plan assignments have access to the MPLB screen. If people from offices other than the business office access this screen, you will need to make available to them the documentation for making overrides and adjustments.

Step	Action	Hints
1	Access the Meal Plan Billing Override (MPLB) screen.	You can access the MPLB screen from the Billing Override field on the Meal Plan Assignment (MPAS) screen.
2	Make any of the following adjustments from the MPLBscreen:• change the meal plan rate• change the AR code, AR type, refund formula	Refer to "Components of a Meal Plan Billing Adjustment" on page 2-117 and online help for complete information about these adjustments.
3	Save the overrides.	If you accessed the MPLB screen from the Meal Plan Assignment screen, be sure to save the meal plan assignment as well.

 Table 2-36: Steps for Adjusting Meal Plan Assignment Charges

Understanding Adjustments to Miscellaneous Charges

An adjustment to any charge or credit that was originally recorded as a miscellaneous charge or credit is made as a direct adjustment to the original invoice. To record an adjustment, Colleague requires you to enter an adjustment as an offset to a previously entered invoice.

For example, in "Understanding Miscellaneous Charges or Credits" on page 2-67, we showed how Datatel University recorded an enrollment verification fee on Margaret Applebees's account. However, when Margaret noted that she was not supposed to receive the fee, the business office needed to adjust the amount of that charge. To make the correction, the bursar did the following:

- 1. created an adjusting invoice that was directly linked to the invoice for the verification fee
- 2. reversed the charge by entering a credit for the same amount of the original charge

When the adjustment was saved, Colleague created an adjusting invoice with a credit balance. The screens that the bursar used to enter this adjustment are illustrated in figure 2-36.



Figure 2-36: Example of an Adjustment to a Manually Entered Charge

The AR Adjustment Invoices (AJIN) screen lists the details of a particular invoice, including each invoice item associated with that invoice. The AR Adjustment Invoice Items (AJII) screen provides the details for one invoice item from a particular invoice. You must use the AR Adjustment Invoice Items screen to record an adjustment to a specific invoice line item. You can detail from the AJII screen to the AR Adjustment Item Detail (AJID) screen to enter detailed information about the AR code, comments, and GL account as they apply to the adjustment item.

Figure 2-37 illustrates the invoices Colleague created when the business office first entered the enrollment verification charge (the original invoice) and the invoice that Colleague created when the business office adjusted the charge (the adjusting invoice).

	12/01/99 08:39 Applebee, Ms. Margaret	AR ACCOUNT INQUIRY ID: 0006099		ARAI
	AR Type: Student Receivable	Term: Sprin	ng 2000	
Adjusting Invoice	1 * Pending FA: <u>No</u> Pas 2 * Restrs: Lat 3 * Date Type Trans No Description	t Due: 0.00 e Charge: 0.00 Operator Location Due Date Ite	Adj Bal: Pmt Plan: Amount 2m Balance	0.00 0.00 Balance
Original	1: 12/01/99 ADJ 000007988 Correction of Error 2: 12/01/99 INU 000007987 Enrollment Verificatio 3:	DUS MAIN n Fee	15.00-	0.00 15.00
Invoice	4: 5: 6:			

Figure 2-37: Example of a Student's Account After Adjusting an Invoice

Component of an Invoice Adjustment

Use the AR Adjustment Invoice Items (AJII) screen to adjust an invoice that was originally entered as a miscellaneous charge or credit. Access the AJII screen from the AR Adjustment Invoices (AJIN) screen (figure 2-36).

The following fields from the AR Adjustment Invoice Items (AJII) screen are described below:

- Quantity
- Unit Charge/Credit
- Adjustment Net
- Adjusted Item Balance

Refer to the online help for information about the other fields on the AJII screen.

Quantity. Enter the number of the item being charged in the Quantity field. Colleague multiplies the quantity times the unit charge or credit to calculate the total for the adjustment. The value you enter is the new quantity that Colleague will use to determine the amount of the adjustment.

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1

Unit Charge/Credit. Enter the amount of the charge adjustment in the Charge field. If the original invoice has a debit balance, the value you enter here will increase the invoice total. If the original invoice has a credit balance, the value you enter here will decrease the invoice total.

Enter the credit adjustment amount in the Credit field. If the original invoice has a debit balance, the value you enter here will decrease the invoice total. If the original invoice has a credit balance, the value you enter here will increase the invoice total.

Adjustment Net. The Adjustment Net field displays the net effect of the adjustment you entered. If you made a debit (charge) adjustment, the new adjustment will be positive. If you made a credit adjustment, the new adjustment will be negative.

Adjusted Item Balance. The Adjustment Item Balance field displays the new invoice total. Colleague calculates this amount as the original invoice net amount plus the adjustment net amount.

For example, the adjustment illustrated in figure 2-36 was made because the original invoice was for one enrollment verification fee at \$15.00 per fee, for a total of \$15.00. Since the fee should not have been assessed, the bursar entered **15** in the Unit Cr field, thus removing the charge from Margaret's account.

Caution About Using Adjustment Invoices for Automatic Charges

When you access the AR Adjustment Invoices (AJIN) screen, Colleague prompts you for the invoice that you want to adjust. If you use the LookUp feature, Colleague lists all invoices posted to the selected person's AR account, including invoices that Colleague automatically generated from either the Registration or the Residence Life modules. However, we *strongly* recommended that you *do not* use the adjustment invoices to record an adjustment to an automatically generated invoice.

When you enter an adjusting invoice to an automatic charge, and then Colleague reevaluates that charge, the adjustment that you had made is not taken into consideration. For example, a student was billed the incorrect room rate and an adjusting invoice was entered to correct the charge. If the original charge had been for \$2,000 and a \$500 adjustment was entered, the new balance would be \$1,500. Then, if the student terminates his room assignment, Colleague recalculates his room charges, and issues the appropriate refund. The transactions that Colleague creates and the effect of these transactions are as follows:

- Colleague adjusts the original \$2,000 invoice with an adjusting invoice of negative \$2,000.
- Colleague then calculates the refund and creates a new invoice for the portion that was not refunded.

However, because the first \$500 adjustment remains on the student's account, his final account balance is a negative \$1,250 (the \$750 refund and the \$500 invoice adjustment).

Now, consider how Colleague would handle the same scenario when the adjustment is made using the Room Billing Override (RMAB) screen. On the RMAB, the business office records a new room rate that reduces the student's overall room balance by \$500. When the billing override information is saved, Colleague recalculates the student's charges and creates the following transactions:

- a reversal of the original \$2,000, which brings the balance to zero.
- a new invoice that reflects the modified rate, for a total charge of \$1,500.

Then, when the student terminates his room assignment, Colleague creates the following transactions:

- a reversal of the \$1,500 invoice, bringing that balance to zero.
- a new invoice that reflects the \$750 refund due to the student.

Because of the way that Colleague reverses entries whenever a billing adjustment is made or a generated charge is recalculated for any reason, it is important that you use the appropriate override screens to make adjustments to registration, room, or meal plan charges.

Procedure for Adjusting Miscellaneous Charges

Step	Action	Hints
1	Access the AR Adjustment Invoices (AJIN) screen.	
2	Access the individual's account.	
	The Adjusting AR Invoice LookUp prompt is displayed.	
3	Enter A to add an adjusting invoice.	
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.
5	Go to the Description field.	
6	Enter a description of the adjustment.	
7	Go to the line in the Invoice Items group that you want to adjust.	
8	Access the AR Adjustment Invoice Items (AJII) screen for the selected invoice item.	

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

Table 2-37: Steps for Adjusting Miscellaneous Charges

Step	Action	Hints
9	Make the adjusting entries.	See "Understanding Adjustments to Miscellaneous Charges" on page 2-120.
10	Save the adjusting invoice items and return to the AJIN screen.	
11	Repeat this procedure beginning with step 7 for each line in the current invoice that you want to adjust.	
12	Save the adjustments on the AJIN screen.	

Table 2-37: Steps for Adjusting Miscellaneous Charges (Continued)

Understanding How Colleague Adjusts a Student's Account

Colleague will post the changes from an adjusted or overridden charge in one of two ways, depending on when the adjustment/override is recorded. This sections describes

- overriding the charges before Colleague posts them to accounts receivable
- adjusting charges after Colleague posts them to accounts receivable

Adjusting or Overriding Charges Before Posting to Accounts Receivable

If you enter an override to a charge—you change the default information at the time the information is entered—before the charge is posted to accounts receivable, Colleague records an invoice that reflects the amount charged, including the override.

For example, if the residence life office enters a meal plan assignment and overrides the billing rate at the time the assignment is made, then the invoice that Colleague posts to accounts receivable reflects the student's meal plan calculated at the overridden rate.

When you view the invoice associated with these charges one of the Accounts Receivable inquiry screens), there will be one invoice for that charge (figure 2-38).





Adjusting Charges After Posting to Accounts Receivable

If you adjust a charge after it has been posted to accounts receivable, Colleague does the following:

- 1. creates an adjusting invoice that reverses the original invoice
- 2. creates a new invoice for the new amount

For example, if the meal plan adjustment described above is made *after* the meal plan charges are posted to accounts receivable, Colleague

- 1. creates an adjusting invoice that reverses the charges generated by the original meal plan assignment
- 2. creates a new invoice detailing the charge at the adjustment amount

Figure 2-34 illustrates a student's account summary that contains an original meal plan charge for \$3,200.00, an adjusting invoiced for negative \$3,200.00 and a new invoice for \$2,800.00 reflecting a change to the meal plan charge.



Figure 2-39: Details of Colleague-Generated Adjusting Invoices for a Meal Plan Assignment

Generating Recurring Invoices

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes how to set up a recurring invoice for an individual or organization, how to process a recurring invoice, and how to make one-time adjustments to a recurring invoice.

For Information About	See
setting up a recurring invoice	"Defining a Recurring Invoice" on page 2-130
making changes to a recurring invoice	"Modifying a Recurring Invoice" on page 2-132
posting a recurring invoice to an account	"Processing a Recurring Invoice" on page 2-133
making a one-time adjustment to a recurring invoice	"Adjusting a Recurring Invoice" on page 2-134
viewing a list of an account holder's recurring invoices	"Viewing Recurring Invoice History" on page 2-135

Table 2-38: Information Provided in the "Generating Recurring Invoices" Chapter

Before You Begin

Before you can set up a recurring invoice for an account, you should read "Overview of the Billing Process" beginning on page 2-1 to understand how Colleague generates receivables.

Understanding Recurring Invoices

A recurring invoice is an amount that is charged or credited to an individual or organization on a regular basis. For example, a student may be required to pay for parking privileges in advance on a monthly basis. Instead of re-entering these charges or credits as they are incurred, your institution can set up a recurring invoice to be processed each month.

Creating an invoice template for an individual does not automatically generate charges to her AR account. This is accomplished by running a batch process for selected recurring invoices.

Colleague allows you to modify the information you set up on a recurring invoice template. While Colleague uses the invoice template to process recurring charges for an individual, you can make one-time changes or adjustments to the invoice prior to running the batch process. You can also view an inquiry screen detailing the history of an account holder's recurring invoice.

Each of these steps is described below.

Defining a Recurring Invoice

When you want to setup a recurring invoice to be billed to an AR account, the first step is to create a template that provides Colleague with the billing information to be used each time the invoice is generated.

Use the Recurring Invoice (RINV) screen to create a recurring invoice for an individual or organization.

08/25/97 12:37 Williams, Ms. Mary	RECURRING INVOICES ID: 0050899		RINU
1 Contract 2 Description: 3 Location 4 OP Tupe	MW9701 Daycare MC Main Campus 01 Student Perejuable	Net: Tax: Total:	400.00 0.00 400.00
4 An Type 5 Invoice Type 6 Term 7 Start/End Date 8 Frequencu/Daus/Due	MISC Miscellaneous 97/FA Fall Semester '97 09/01/97 12/20/97 Monthl	10 Pre-Bill: 11 Next Inv: Prev Inv:	Yes 09/01/97
9 AR Code Qty U 1: DAYCR 1 Daycare 2:	nit Charge Unit Credit 400.00	Charge 400 . 00	Credit
	-	400.00	0.00
12 * Invoice Comments: 13 * Comments	14 * Adjustments: 15 * Taxes:	16 * Inv Histor 17 * Account In	y: quiry: _

Figure 2-40: Example of a Recurring Invoice Template

You can setup templates for multiple recurring invoices for an account. For example, an employee may have a recurring invoice for employee parking as well as one for daycare.

The key fields on the Recurring Invoice screen are described below: Refer to online help for information about the remaining fields.

Description. Colleague requires you to enter a description of the charge to be billed. For example, "Weekly Daycare" might be entered for an employee utilizing the university daycare center.

AR Type. Indicate what type of receivable you are creating. An example of an AR type would be a student receivable; one that gets charged to a student's account.

Frequency/Days. You must enter either the frequency used to generate this charge or the number of days between bills. For example, you can enter a frequency of "Weekly," "Monthly," or "Yearly." Or you can enter the number days to elapse before Colleague generates another bill. You can enter either frequency or days, but not both.

AR Code Group. Enter the AR code that describes the type of charge or credit you are creating. Colleague defaults the amount and description if they have been entered for the AR code. If none defaults, or you want to enter different values, you can enter the charge or credit amount and description.

A recurring invoice can have more than one AR code and amount. For each AR code and amount that you enter, Colleague creates a separate invoice item. You might want to group similar invoice items together on one recurring invoice.

Pre-Bill. When a recurring invoice is created, you must determine whether the invoice date is to be used as the start of the billing period or the end of the billing period. The length of the billing period is determined by the frequency or number of days you enter. If you set this flag to "Yes," Colleague uses the invoice date as the start of the billing period and adds to it the number of days in the billing period to determine the end date. Setting the Pre-Bill flag to "Yes" essentially creates the invoice before the charge or credit is actually incurred. If you set this flag to "No," Colleague treats the invoice date as the end of the billing period and creates the invoice after the charge or credit is actually incurred.

Modifying a Recurring Invoice

Once a recurring invoice template has been created, you can modify the information used to bill the account holder. This will affect any recurring invoices processed for the individual in the future. For example, if the cost of child care has increased from \$100 per week to \$110 per week, you can modify the amount of the recurring invoice to reflect the cost increase. Use the Recurring Invoice (RINV) screen to enter any changes to the recurring invoice template.

If you want to make changes that will only affect the next recurring invoice processed for the individual, and not affect any future invoices processed, refer to "Adjusting a Recurring Invoice" on page 2-134 for information on how to make a one-time change to a recurring invoice.

08/25/97 12:57 Williams, Ms. Mary	RECURRING INVOICES ID: 0050899		RINU
1 Contract 2 Description 3 Location	MW9701 Daycare MC Main Campus 81 Student Baseiusble	Net: Tax: Total:	425.00 0.00 425.00
4 HK Type 5 Invoice Type 6 Term 7 Start/End Date 8 Erequence/Daus/Due	MISC Miscellaneous 97/FA Fall Semester '97 09/01/97 12/20/97 Monthl	10 Pre-Bill: 11 Next Inv: Prev Inv:	<u>y</u> 01/01/98 12/01/97
9 AR Code Qty U 1: DAYCR 1 Daycare 2:	Init Charge Unit Credit 425.00	Charge 425 . 00	Credit
	-	425.00	0.00
12 * Invoice Comments: 13 * Comments	14 * Adjustments: 15 * Taxes:	16 * Inv Histor 17 * Account In	y: X quiry: X

Figure 2-41: Example of Modifying a Recurring Invoice

Processing a Recurring Invoice

When you want to actually create invoices from the templates you have created, you must run a batch process to post the charge or credit amounts to the AR accounts. You can choose to process any number of recurring invoices at one time, for any number of time periods.

Invoices can be processed at regular intervals based on the frequency or length of billing periods that you have setup for your recurring invoices. Or you can run the process for several billing periods at one time. For example, an individual may have a recurring invoice that covers monthly parking charges, but you may only bill for parking charges every six months. Therefore, twice a year you would run this process for that individual and generate six monthly charges at once.

Use the Recurring Invoice Processing (RINP) screen to generate the invoices from the templates.

08/25/97 12:42	1	RECURRING IN	VOICE PROC	ESSING		RINP
1 Cutoff Date:	09/01/97	2 Invoice	Date: 08/	/25/97	3 Batch:	
4 Saved List N	lame:					
5 Invoice Type	s: 1:	2:	3:	4:	5:	
ó AR Types	.: 1:	2:	3:	4:	5:	
7 Location Inc	1: 1:	2:	3:	4:	5:	
8 Location Exc	1: 1:	2:	3:	4:	5:	
9 Person/Organ 1: 0050899 Ms. 2: 3: 10 Recurring In	ization Mary Will unice	iams				
1.	0100					
2.						
3:						
11 Additional S	election C	riteria: <u>N</u>				

Figure 2-42: Example of the Recurring Invoice Processing (RINP) Screen

Colleague requires that you enter a cutoff date that is used to select which invoices to process. If you only want to process invoices for a selected time period, enter the appropriate date. For example, if today was September 1st and you wanted to process all invoices with September invoice dates, you would enter September 30th as the cutoff date.

Invoice dates are determined by the dates and billing period you setup on the Recurring Invoice (RINV) screen.

Refer to online help for information about the other fields on this screen.

Adjusting a Recurring Invoice

Colleague uses the template you created when processing a recurring invoice. However, there may be occasions when you want to make a one-time change to an invoice that is not reflected in future processing. This can be accomplished by making an adjustment to an individual's recurring invoice.

For example, an employee has purchased a computer through an employee purchase plan. However, because the employee made the purchase in the middle of the month, you want to pro-rate the first payment. First, create the invoice template for all full payments using the Recurring Invoice (RINV) screen. Prior teleprocessing the invoice using the Recurring Invoice Processing (RINP) screen, enter an adjustment to reflect the pro-rated amount of the first invoice.

An adjustment can be made to any recurring invoice, not only the first one, as long as it is entered before the invoice is processed. All subsequent invoices created will be based on the original template defined on the RINV screen.

Use the Recurring Invoice Adjustment (RINA) screen to enter one-time adjustments to a recurring invoice.

08/25/97 12:40 RECURRING INVOICE ADJUSTM Williams, Ms. Mary ID: 0050899	ENTS RIM	NA
Contract: MW9701 Description: Daycare Location: Main Campus OB Tupe	Net: 300.00 Tax: 0.00 Total: 300.00	0 0 0
AR Type: Student Receivable Invoice Type: Miscellaneous Term Fall Semester '97 Start/End Date: 09/01/97 12/20/97 Frequency/Days/Due: Monthly	Pre-Bill: Yes Next Inv: 09/01/97_ Prev Inv:	
1 AR Code Qty Unit Charge Unit Credit 1: DAYCR 1 300.00 Daycare 2:	Charge Credit 300.00	t
2 * Invoice Comments: 4 * Taxes 3 * Comments: 5 * Account Inq	: uiry: _	

Figure 2-43: Example of the Recurring Invoice Adjustment (RINA) Screen

If you want to make changes that affect all future invoices, refer to "Modifying a Recurring Invoice" on page 2-132 for additional information on making permanent changes to a recurring invoice.

Viewing Recurring Invoice History

Colleague allows you to view a list of all recurring invoices for an individual or organization. This can be used when account inquiries are made, or if you need to make an adjustment to a recurring invoice.

Use the Recurring Invoice History (RINH) screen to view a chronological listing of recurring invoices that have been processed for an account.

08/25/97 12:46 RECURRING INUC Williams, Ms. Mary ID: 0	ICE HISTORY 1050899	RINH
Contract: MW9701 Description: Daycare Location: MC Main Campus AR Type: 01 Student Rece Invoice Type: MISC Miscellaneou Term	Pre-Bill: Ye Next Inv: 01 Prev Inv: 12 Sivable Siter '97	5 /01/98 /01/97
1 * Invoice Description 1: 000003575 Daycare 2: 000003576 Daycare 3: 000003577 Daycare 4: 000003578 Daycare 5: 6: 7:	Date A 08/25/97 30 08/25/97 40 08/25/97 40 08/25/97 40	mount 0.00 0.00 0.00 0.00 0.00

Figure 2-44: Example of the Recurring Invoice History (RINH) Screen

Procedures for Using Recurring Invoices

This section provides the procedure for

- defining a recurring invoice
- maintaining a recurring invoice
- processing a recurring invoice
- adjusting a recurring invoice
- viewing recurring invoice history

Procedure for Defining a Recurring Invoice

Complete the following steps to create a recurring invoice template for an account holder.

Step	Action	Hints
1	Access the Recurring Invoice (RINV) screen.	
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.
3	Enter the required information:	
	• description	
	• AR type	
	• frequency/days	
	• AR code group	
	• pre-bill indicator	
4	Enter any additional information.	
5	Save your work.	

 Table 2-39: Steps for Defining a Recurring Invoice

Procedure for Modifying a Recurring Invoice

Complete the following steps to modify a recurring invoice for an account holder.

If you want to make changes that only affect the next invoice processed, and not all future invoices, refer to "Procedure for Adjusting a Recurring Invoice" on page 2-138 for additional information on making a one-time adjustment to a recurring invoice.

Step	Action	Hint
1	Access the Recurring Invoice (RINV) screen.	
2	Enter the name or ID of the account holder.	
	Select the invoice you want to modify from the resolution screen displayed.	
3	Enter any modifications to the recurring invoice template.	
4	Save your work.	

Table 2-40: Steps for Modifying a Recurring Invoice

Procedure for Processing a Recurring Invoice

Complete the following steps to post recurring invoices to AR account holders.

Step	Action	Hints
1	Access the Recurring Invoice Processing (RINP) screen.	
2	Complete the RINP screen. Enter the cutoff date. Identify which invoices to process by entering selection criteria.	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.
3	Finish from the RINP screen.	

Procedure for Adjusting a Recurring Invoice

Complete the following steps to make a one-time adjustment to a recurring invoice.

Step	Action	Hints
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.
2	Enter the name or ID of the account holder. 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.
3	Enter any modifications that you want to make.	
4	Save your work.	

 Table 2-42: Steps for Adjusting a Recurring Invoice

Procedure for Viewing Recurring Invoice History

Complete the following steps to view a chronological history of an account holders recurring invoice.

Step	Action	Hints
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.
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.

Table 2-43: Steps for Viewing Recurring Invoice History

Using Accounts Receivable & Cash Receipts

Invoices and Statements

Printing AR Invoices

Using Accounts Receivable & Cash Receipts

In this Chapter

This chapter describes how to print a record of an account holder's charges and credits using an invoice to print an individual transaction. For information about printing a summary of an account holder's AR transactions, refer to table 3-1 below.

For Information About	See
printing an AR statement	"Printing AR Statements" on page 3-7
printing a registration statement	"Printing Registration Statements" on page 3-31

Table 3-1: Finding Additional Information About Printing AR Activity

Before You Begin

Before you can print AR invoices, your institution needs to do the following:

Step	Reference
generate charges and/or credits for account holders	"Overview of the Billing Process" beginning on page 2-1 and "Overview of Payments" beginning on page 4-1
define the format and type of forms used for printing AR invoices	see your System Administrator for help

Table 3-2: Steps to Take Before Printing AR Invoices

The timing of other Accounts Receivable and Cash Receipts processes may have an affect on the information reflected on your AR statements. Always verify that your student billing and payment information is current before printing AR statements.

Understanding Invoice Printing

An invoice is a single transaction for an individual account holder and AR type combination consisting of one or more charges or credits called invoice items. Invoice items contain the details of each charge or credit that make up the transaction, such as the AR code, description, quantity, unit charge or credit, and the associated GL number(s). Invoices can have a single charge or credit, or multiple charges and credits. For example, an invoice for a parking fine might consist of a single charge while a registration invoice might include multiple charges for items such as tuition, lab fees, student activity fees, etc.

When Colleague creates an invoice, it is not automatically printed out. Your institution may choose to print invoices on a regularly scheduled basis. Or you may have a need to print out individual invoices on request. You can print invoices for any AR account holder using the invoice print process. Colleague prepares a single document for each selected invoice record that you can then present to the account holder to request payment of that item.

Colleague uses a standard Datatel-supplied print format which uses plain-paper forms. Your institution can choose to use pre-printed Moore forms, or a customized print format if desired. See your System Administrator for help if you do not want to use the standard Datatel print format on plain-paper forms.

	Re	INUOI egistration - 99	CE ∕FA	Invoice Number 000007624
Account	Holder: 1079190	Ms. Emily B.	Stevenson	Invoice Due Date 10/05/99
	Ms. Emily 123 Center Leesburg,	B. Stevenson r Street VA, 22033		
Invoice	Туре: Reg	gistration		
Code	Description		Charges	Credits
ACT	Student Activit	y_Fee	40.00	
HLT TUI	Health Services Tuition	Fee	26.00 640.38	
	ENGL*239*02		010.00	
TUI	Tuition MATH*113*01		853.84	
TUI	Tuition		640.38	
TFT	GIS*142*03 Tft		750.00	
- T II T	FRS *101 *01		(40.40	
101	ENGL*101*01		640.40	
		Total.	22222222222222222222222222222222222222	========= 0 00
		I TOURIS	3,371.00	0.00
	Net:	3,591.00		
Invoice		0 504 00		

Figure 3-1: Example of an Invoice With Multiple Invoice Items

Components of Invoice Printing

Use the Invoice Print (INVP) screen to print invoices for an individual or a group of individuals. You can define specific information to include on the invoices as well as select the types of invoices and individuals for which you want to print invoices.

10/11/99 14:53	INVOICE PRINT	INUP
1 Start Date: 09/01/9 2 Cutoff Date: 10/15/9 3 Print Only New: Yes 4 Sort Sequence.: ZIP Zi	9 9 P Code	5 Sponsor Pmts: No 6 FA Pmts: No 7 Pmt Plans: No 8 Deposit Allocs: No 9 Cash Pmts: No
10 Saved List Name:11 Name/Addr Hierarchy: AR12 AR Types13 Invoice Sources14 Misc Invoice Types15 AR Accountholders16 Invoices	: 01 Student Receivable : RG Registration : : : : Ms. Emily B. Stevenson : : : : : iteria: No	

Figure 3-2: Example of the Invoice Print (INVP) Screen

Invoice Parameters and Selection Criteria

Use the fields listed below to define which invoices are printed, how they are sorted, and what types of payment information are reflected on them. You can also specify the name and address information used, and identify specific invoices, types of invoices, and account holders for which you want invoices printed. The parameters and selection criteria default to the settings and values used the last time you ran the INVP process, but you can override this information each time you run the INVP process.

Start Date. Colleague requires a start date used to select invoices with invoice dates on or after the date you enter.

Cutoff Date. Colleague requires a cutoff date used to select invoices with invoice dates on or before the date you enter.

Print Only New. You can choose to limit the invoices processed to only those which have not been previously printed, or you can elect to print all invoices, regardless of their previous printing status.

Sort Sequence. You can choose to have the invoices sorted by ID, Zip Code or name.

Payments. You can specify whether the invoices display and include in the balance due calculation the following types of payments and deposits:

- sponsor payments
- financial aid payments
- payment plan payments
- deposit allocations
- cash payments

Saved List Name. You can enter the name of a previously defined saved list of invoices from the AR.INVOICES file to limit the invoices you print. Colleague selects only those invoices contained in the saved list that also meet any other selection criteria you enter on the INVP screen.

Name/Address. You can specify what type of name and address are printed on the invoices. Colleague initially defaults this to the accounts receivable name and address hierarchy specified by your institution. Colleague retains the name and address hierarchy used the last time you ran INVP, but you can override this and enter another address type.

AR Types. You can choose one or more types of receivables for which you want to print invoices, for example, student receivables, employee receivables, trade receivables, etc. If you enter an AR type, Colleague selects only those invoices with the specified AR type that also meet any other selection criteria you enter on the INVP screen.

Invoice Sources. You can specify one or more sources from which you want to print invoices, for example, adjusting invoices, miscellaneous invoices, recurring invoices, etc. If you enter an invoice source, Colleague selects only those invoices with the specified invoice source that also meet any other selection criteria you enter on the INVP screen.

Miscellaneous Invoice Types. You can identify one or more types of miscellaneous invoices you want to print. If you enter a miscellaneous invoice type, Colleague selects only those invoices with the specified miscellaneous invoice type that also meet any other selection criteria you enter on the INVP screen.

AR Account Holders. You can choose one or more specific account holders for whom you want to print invoices. If you enter an AR account holder, Colleague selects only those invoices for the specified account holders that also meet any other selection criteria you enter on the INVP screen.

Invoices. You can identify specific invoices to print. If you enter invoices, Colleague selects only those invoices specified that also meet any other selection criteria you enter on the INVP screen.

Message. You can enter a one line message to print on on the bottom of every invoice.

Procedure for Printing Invoices

Complete the following steps to print one or more invoices:

Step	Action	Hints
1	Complete any setup steps necessary prior to printing invoices.	See "Before You Begin" on page 3-1 for where to find setup information.
2	Access the Invoice Print (INVP) screen.	
3	 Enter or change the following required fields: Start Date Cutoff Date Print Only New Sort Sequence Sponsor Pmts FA Pmts Pmt Plans Deposit Allocs Cash Pmts Name (A dat Wierensby) 	Colleague retains the settings from the last time you ran the INVP process, but you can enter new settings each time you run INVP.
4	Specify any optional selection criteria: • Saved List Name • AR Types • Invoice Sources • Misc Invoice Types • AR Accountholders • 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.
5	Enter an optional one-line message to print at the bottom of the invoices.	
6	Generate the invoices by finishing from the INVP screen.	

 Table 3-3: Steps for Printing Invoices

Printing AR Statements

Using Accounts Receivable & Cash Receipts

In this Chapter

This chapter describes how to print a summary of an individual's charge and payment transactions for a given period of time using an AR statement. For information about printing individual invoices and registration statements, refer to table 3-4 below.

For Information About	See
printing an invoice	"Printing AR Invoices" on page 3-1
printing a registration statement	"Printing Registration Statements" on page 3-31

Table 3-4: Finding Additional Information About Printing AR Activity

Before You Begin

Before you can print AR statements, your institution needs to do the following:

Function	Reference
generate invoices and/or payments for account holders	"Overview of the Billing Process" beginning on page 2-1 and "Overview of Payments" beginning on page 4-1
define the format and type of forms used for printing AR statements	"Selecting the Statement Print Format" beginning on page 3-12, and your System Administrator for help
define financial aid parameters if pending FA is to be deducted on AR statements	"Including Financial Aid on AR Statements" beginning on page 3-22, and <i>Using Financial Aid</i>
define account aging parameters if aging information is to be included on AR statements	"Including Account Aging Information on AR Statements" beginning on page 3-25

 Table 3-5: Steps to Complete Before Printing AR Statements

The timing of other Accounts Receivable and Cash Receipts processes may have an affect on the information reflected on your AR statements. Always verify that your student billing and payment information is current before printing AR statements.

The amount due as shown on the AR statement may not always equal the balance on the inquiry screens (although both amounts are correct) due to the following factors:

- **Pending Financial Aid** you can choose to deduct pending financial aid from the amount due on your AR statements, however, pending financial aid amounts are not shown as deducted on the inquiry screens until they are actually transmitted.
- **Payment Plan Late Charges** if a student has incurred late charges related to payment plans, these charges are reflected in the balance due on the inquiry screens, however, they are not shown on the AR statements unless they have been at least partially paid.
- **Payment Plan Deferred Amounts** if a student has any payment plans, the balance due on the statement is not reduced by the payment plan amount(s), however, the adjusted balance on the inquiry screens is reduced by any payment plan amount(s).

Understanding AR Statements

An AR statement is a listing of an account holder's financial activity reflecting both charge and payment transactions during a specified period of time for a type of receivable (for example, student receivable). If an account holder has more than one type of receivable (for example, both student and employee receivables), separate statements are generated for each AR type. A statement can be given or sent to an account holder as a way to request payment.

Colleague uses a standard Datatel-supplied print format which gives you the option of printing remittance slips with your statements. The standard print format requires that statements be printed on plain-paper forms or perforated paper. Your institution can choose to use pre-printed Moore forms, or a customized print format if desired. See your System Administrator for help if you do not want to use the standard Datatel print format.

You can show varying degrees of detail on your AR statements depending on the level of summarization you choose. For example, in figure 3-3 on page 3-10, a single summary line for each transaction is printed. You can deduct pending financial aid (those amounts that have not yet been transmitted) on your AR statements (typically, financial aid amounts that have been transmitted are shown as payments). You can display account aging information on your AR statements as well.

Datatel University 4375 Fair Lakes Court Div 8099 Fairfax VA 22033 Statement of Account Student Receivable								
Account Holder 1079465 Gary Cocker			er		Statement Date 01/15/00 Amount to Pay 7,441.88			
	Ga Fa Fa	ry Cocke ir Lake: irfax, U	er s Circl JA 220	e 33				
Dof No	Data	Toum	Cada	Decomintion	Changes	Payments/	Palance	
Ref No 200008193 200008194 200008185 200008185 200008188 200008189 200008195 200008195 200008195 200008197 ROOM 200202110	Date 12/01/99 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99	Term 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	Code ROOM RCPT	Description *** Balance Forward *** Parking Permit - 00/SP Student Government Fee BRWN 200 Standard Meal Plan Standard Meal Plan Registration - 00/SP Registration - FRS*101*0 Lab Fee Computer Charges Bookstore Charges Deposit Allocation Cash Receipts	Charges	Payments/ Credits 300.00 1,500.00 750.00	Balance 2,500.00 2,575.00 5,615.00 7,115.00 6,815.00 9,656.00 10,406.00 10,406.00 10,534.33 10,691.88 9,191.88 8,441.88	
Ref No 000008194 000008185 000008186 000008188 000008188 000008190 000008190 000008196 000008197 ROOM 0000202110	Date 12/01/99 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99	Term 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	ROOM RCPT HAM	Description *** Balance Forward *** Parking Permit - 00/SP Student Government Fee BRWN 200 Standard Meal Plan Standard Meal Plan Registration - 00/SP Registration - FRS*101*0 Lab Fee Computer Charges Bookstore Charges Deposit Allocation Cash Receipts Pending Financial Aid College Scholarships	Charges 2,500.00 75.00 40.00 3,000.00 1,500.00 2,841.00 750.00 50.00 78.38 157.50	Payments/ Credits 300.00 1,500.00 750.00 1,000.00	Balance 2,500.04 2,575.06 5,615.06 7,115.06 6,815.06 9,656.00 10,406.06 10,456.06 10,456.06 10,456.06 10,456.88 9,191.88 8,141.88	

Figure 3-3: Example of a Standard AR Statement

AR statements display basic information about your institution and the account holder at the top of the page. Statements also include a balance forward amount for any outstanding AR activity that occurred prior to the start date of the statement. The successive lines reflect the various charges and payments made to the account during the date range selected for the statement. The balance forward date represents the beginning of the statement date range, and the statement date represents the end of the date range.

If a statement does not reflect the appropriate charges and credits for an account holder, verify that all charge and credit transactions have been posted to the account.

Unless otherwise noted in this chapter, statements include the types of information listed in table 3-6 for each transaction:

Statement Column	Description
reference number	identifies the invoice number, cash receipt number, or type of deposit allocated
date	indicates the invoice date, cash receipt date, or deposit allocation date
term	specifies the term, if any, associated with the transaction
code	identifies the AR code associated with an invoice, the distribution code associated with a cash receipt, or the deposit type associated with an allocated deposit
description	indicates the type of activity that generated the transaction (such as registration, deposit allocation, etc.), or the description for the associated AR code
charges or payments/credits	specifies the amount of the transaction
balance	displays a running total after each transaction

 Table 3-6: Types of Statement Transaction Information

Understanding Statement Print Options

Datatel supplies a standard print format used with your statements as explained in this section. You have a number of options to choose from in determining how transactions are presented (summary level options). You can also decide whether to include pending financial aid amounts, remittance slips, and account aging information on your statements.

Selecting the Statement Print Format

Prior to actually printing your AR statements, your institution must make a number of decisions about the format of your AR statements.

Using the Standard Print Format

Using the standard Datatel-supplied print format enables you to include a remittance slip on your statements, which can be removed by the account holder and returned with payment. The remittance slip prints on the top 3 and 2/3 inches of the first page of the statement ash shown in figure 3-4 on page 3-13. Because remittance slips are printed on the top of the first page only (and not on all pages), you cannot print statements with remittance slips on pre-printed forms. If you want to print remittance slips on your statements, you must use the standard Datatel print format with plain-paper forms or perforated paper.

If you use the standard Datatel-supplied print format, you must define your printer to use the settings listed in table 3-7. See your System Administrator for help with defining printer settings.

Parameter	Value	
Number of lines per page	66 lines	
Number of characters per inch	12 characters	

Table 3-7: Printer Settings Required for Registration Statements
		Name: Gary Cocke ID#: 1079465 AR Type: 01 Studen Term: 00/SP	r t Receivable	
		Amount Due: 7,441.8	8	
Make Checks Payable	e To:	How Paid: Cash Chec AmEx Disc	k M/C UI Other	SA (specify)
Datatel University 4375 Fair Lakes Cou Fairfax VA 22033	ırt Div 8099	Credit Card No: Expire Date: Amount Paid: Signature:		
	Detach and Return wit	h Payment		
	Datatel Univ 4375 Fair Lakes Co Fairfax VA	ersity urt Div 8099 22033		
	Statement of Student Rece	Account ivable		
Account Holder 1079465 Gary Cocker Gary Cocker Fair Lakes Ci Fairfax, VA	irc le 22033	Stateme Amount	nt Date 01/1 to Pay 7,44	5/00 1.88
Ref No Date Term Co	ode Description	Charges	Payments/ Credits	Balance
12/01/99 000008193 12/05/99 00/SP 000008193 12/05/99 00/SP 000008195 12/10/99 00/SP 000008185 12/10/99 00/SP 000008188 12/10/99 00/SP 000008189 12/10/99 00/SP 000008190 12/10/99 00/SP 000008195 12/10/99 00/SP 000008195 12/10/99 00/SP 000008197 12/10/99 00/SP ROOM 12/10/99 00/SP RC	*** Balance Forwar Parking Permit - E Student Government BRWN 200 Standard Meal Plan Standard Meal Plan Registration - 00/ Registration - FRS Lab Fee Computer Charges Bookstore Charges Bookstore Charges DOM Deposit Allocation CPT Cash Receipts	d *** 2,500.00 0/SP 75.00 Fee 40.00 3,000.00 1,500.00 SP 2,841.00 *101*0 750.00 50.00 78.38 157.50	300.00 1,500.00 750.00	2,500.00 2,575.00 5,615.00 7,115.00 9,656.00 10,406.00 10,534.38 10,534.38 10,691.88 9,191.88 8,441.88
01/15/00 00/SP HA	Pending Financial M College Scholarshi	Aid .ps	1,000.00	7,441.88
		Total: 10,991.88	3,550.00	7,441.88

Figure 3-4: Example of a Standard AR Statement with Remittance Slip

The standard print format shown in figure 3-4 also includes columns for term and running balance. Because the pre-printed Moore forms do not include columns for these items, you must use the standard Datatel print format with plain-paper forms or perforated paper, or use your own customized print format.

Using Pre-Printed Forms or Customized Print Formats

Using anything other than the Datatel-supplied print format requires you to make certain changes to your Colleague system. The standard print format includes columns for term and for a running balance. If your institution does not want this information included on your statements, you can use the pre-printed Moore forms. See your System Administrator for help with setting up a print format that can be used with the pre-printed forms, or to use your own customized print format. However, if you want to print remittance slips with your statements, you must use the Datatel-supplied standard print format.

Selecting the Statement Summary Level

You can print your AR statements using one of the summary level options listed below:

- summary level
- detail level
- net level
- AR code level
- AR category level

Each of these summary level options is explained in detail below.

Summary Statements

The summary level statement prints one line for each transaction in chronological order. Each line contains the reference number, transaction date, term (if any), code (for payments only), description (such as registration), and the total transaction amount.

If an invoice includes multiple invoice items (such as registration for multiple classes), only the net amount of the invoice prints on the statement.

Each individual payment transaction prints on the statement (payments are not netted).

If invoices and payments occur on the same date, invoices print first followed by payments.

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	, Balance
000008193 000008194 000008185 000008185 000008188 000008188 000008190 000008190 000008195 000008195 000008197 000008197	12/01/99 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99	00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	ROOM	*** Balance Forward *** Parking Permit - 00/SP Student Government Fee BRWN 200 Standard Meal Plan Standard Meal Plan Registration - 00/SP Registration - FRS*101*0 Lab Fee Computer Charges Bookstore Charges Deposit Allocation	2,500.00 75.00 40.00 3,000.00 1,500.00 2,841.00 750.00 750.00 50.00 78.38 157.50	300.00	$\begin{array}{c} 2,500.00\\ 2,575.00\\ 5,615.00\\ 7,115.00\\ 6,815.00\\ 9,656.00\\ 10,406.00\\ 10,456.00\\ 10,534.38\\ 10,691.88\\ 9,191.88\end{array}$
000202110	12/10/99	00/SP	RCPT	Cash Receipts		750.00	8,441.88
	01/15/00	00/SP	HAM	Pending Financial Aid College Scholarships		1,000.00	7,441.88
				Total:	10,991.88	3,550.00	7,441.88

Figure 3-5: Example of Summary Statement Transactions

If you print your statements using the summary option, you can use the AR Account Inquiry (ARAI) screen to view the account holder's AR activity in a similar presentation.

Detail Statements

The detail level statement prints at least one line for each transaction in chronological order.

If an invoice includes multiple invoice items (such as registration for multiple classes) or adjusting invoices, a detail line prints for each invoice item or adjusting invoice. A summary line containing the reference number, invoice date, term (if any), and description (such as registration) prints before the associated invoice items, but does not display the total invoice amount. Instead, individual totals are displayed for each invoice item and adjusting invoice.

Each individual payment transaction prints on the statement (payments are not netted).

If invoices and payments occur on the same date, invoices print first followed by payments.

	Date	Term	Code	Description	Charges	Credits	Balance
	12/01/99			*** Balance Forward ***	2.500.00		2.500.00
00008193	12/05/99	00/SP		Parking Permit - 00/SP			
		00/SP	PARK	Parking	75.00		2,575.00
00008194	12/05/99	00/SP		Student Government Fee			
		00/SP	ACTUT	Student Government Fee	40.00		2,615.00
00008185	12/10/99	00/SP		BRWN 200			
		00/SP	DRM	Residence Hall Charges	3,000.00		5,615.00
00008186	12/10/99	00/SP		Standard Meal Plan			
		00/SP	MEALS	Meal Plan Charges	1,500.00		7,115.00
00008187	12/10/99	00/SP		Standard Meal Plan			
		00/SP	MEALS	Meal Plan Charges		1,500.00	5,615.00
		00/SP		* Adjust 000008188 12/10			
00008188	12/10/99	00/SP		Standard Meal Plan			
		00/SP	MEALS	Meal Plan Charges	1,200.00		6,815.00
00008189	12/10/99	UU/SP		Registration - 00/SP	40.00		
		UU/SP	ACT	Student Activity Fee	40.00		6,855.00
		UU/SP	HLT	Health Services Fee	26.00		6,881.00
		UU/SP	TUI	Tuition	640.38		7,521.38
		UU/SP		ENGL*239*UUSP	050.04		0 005 00
		00/SP	101	luition	853.84		8,375.22
		00/SP	T 11 T	MH1H*113*005P	6 40 . 20		0.045.70
		00/51	101		640.38		9,015.60
		00/51	T 11 T	618 *142*00 8P	(40 40		0 / 5 / 00
		00/51	101	TUITION THOI STOLES	640.40		7,050.00
0000100	10 /10 /00	00/51		ENGL*101*005F			
00008130	12/10/99	00/31	тит	Registration - FRS*101*0	750 00		10 406 00
		00/31	101	1U10100 DDC =101 =0000D	750.00		10,400.00
	12/10/00	00/31		Lap Eco			
10000132	12/10/11	00/31	LOD	Lab Fee	50 00		10 456 00
100002196	12/10/00	00/31 00/SP	ппр	Computer Charges	30.00		10,130.00
50000170	12/10/11	00/ST	CMPTR	Computer Charges	78 38		10 534 39
0008197	12/10/99	00/ST	ontra	Bookstove Chavges	70.50		10,334.30
	10/10/11	00/SP	BOOK	Book Store Charges	157.50		10.691 88
DOM	12/10/99	ÑÑ/SP	ROOM	Denosit Allocation	101.00	1.500.00	9,191 88
ñ0202110	12/10/99	ÑÑ/SP	RCPT	Cash Receints		250.00	8,441,88
				cash hooorpee			0,111100
				Pending Financial Aid			
	01/15/00	00/SP	HAM	College Scholarships		1.000.00	7.441.88
				Total:	12,191.88	4,750.00	7,441.88

Figure 3-6: Example of Detail Statement Transactions

If you print your statements using the detail option, you can use the AR Account Inquiry (ARAI) screen to view the account holder's AR activity in a similar presentation.

Net Statements

The net level statement prints at least one line for each transaction in chronological order. If an invoice includes multiple invoice items with the same AR code (such as registration for multiple classes), Colleague prints a single line for each summarized AR code within the invoice (such as tuition, lab fees, etc.). A summary line containing the reference number, invoice date, term (if any), and description (such as registration) prints before the detail lines, but does not display the total invoice amount. Instead, individual totals are displayed for each AR code within an invoice.

If an invoice's total amount nets to zero, no line is printed for that transaction at all. For example, if a student registers for classes and then drops all of them (and no other charges were assessed with these transactions), the entire registration invoice is omitted from the statement because the amount nets out to zero. Similarly, within an invoice, if any AR codes have invoice items that net to zero, no line is printed for that AR code at all. For example, if you have a separate AR code for section-billed courses, and a student registers and then drops a section-billed course, the entire AR code is omitted from the invoice because the amount nets out to zero.

Each individual payment transaction prints on the statement (payments are not netted).

ß	If invoices and payments occur on the same date, invoices print first followed by
	payments.

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	Balance
 000008193	12/01/99	 Ю0/SP		*** Balance Forward *** Parking Permit - 00/SP	2,500.00		2,500.00
			PARK	Parking	75.00		2,575.00
000008194	12/05/99	00/SP	ACTVT	Student Government Fee Student Government Fee PRUN 200	40.00		2,615.00
000008186	12/10/99	00/SP	DRM	Residence Hall Charges Standard Meal Plan	3,000.00		5,615.00
001000100	19/10/00	00./CD	MEALS	Meal Plan Charges	1,500.00		7,115.00
000000100	12/10/77	00/31	MEALS	Meal Plan Charges		300.00	6,815.00
000008183	12/10/99	00/SP	ACT HLT	Student Activity Fee Health Services Fee	40.00 26.00		6,855.00 6,881.00
000008190	12/10/99	00/SP	101 THT	Registration - FRS*101*0	2,775.00 750 00		9,656.00 10 406 00
000008195	12/10/99	00/SP	TOP	Lab Fee	50.00		10 456 00
000008196	12/10/99	00/SP		Computer Charges	50.00		10,430.00
000008197	12/10/99	00/SP	CULLY	Computer Hook-Up Bookstore Charges	78.38		10,534.38
ROOM 000202110	12/10/99 12/10/99	00/SP 00/SP	BOOK ROOM RCPT	Book Store Charges Deposit Allocation Cash Receipts	157.50	1,500.00 750.00	10,691.88 9,191.88 8,441.88
	01/15/00	00/SP	HAM	Pending Financial Aid College Scholarships		1,000.00	7,441.88
				Total:	10,991.88	3,550.00	7,441.88

Figure 3-7: Example of Net Statement Transactions

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If you print your statements using the net option, you can use the AR Net Inquiry (ARNI) screen to view the account holder's AR activity in a similar presentation.

AR Code Statements

The AR code level statement lists invoice and payment activity by term, from oldest to newest term, with any non-term-based transactions listed together after all term-based activity. Within a term, payments and summarized invoice activity print in chronological order. For invoice activity, Colleague prints the term start date. For payment transactions, Colleague prints the actual payment transaction date.

Colleague summarizes invoice items by AR code within each term, and prints a single line for each unique term and AR code combination (for example, tuition charges for the 1999 Fall term). Because individual invoice transactions are not printed, invoice numbers are omitted. Similarly, the term start date is printed instead of individual invoice dates. For non-term-based invoice lines, Colleague prints a dashed line (-----) for the date.

Each individual payment transaction prints on the statement (payments are not netted).

Ref No	Date	Term	Code	Description	Charges	Payments∕ Credits	Balance
	12/01/99			*** Balance Forward ***	2,500.00		2,500.00
ROOM	12/10/99	00/SP	ROOM	Deposit Allocation		1,500.00	1,000.00
000202110	12/10/77	00/51	ACT	Cash Receipts Student Ontivity For	40.00	750.00	220.00
	01/15/00	00/SP	ACTUT	Student Coveynment Fee	40.00		330.00
	01/15/00	00/SP	BOOK	Book Store Charges	157.50		487.50
	01/15/00	00/SP	CMPTR	Computer Hook-Up	78.38		565.88
	01/15/00	00/SP	DRM	Residence Hall Charges	3,000.00		3,565.88
	01/15/00	00/SP	HLT	Health Services Fee	26.00		3,591.88
	01/15/00	00/SP	LAB	Lab Fee	50.00		3,641.88
	01/15/00	UU/SP	MEALS	Meal Plan Charges	1,200.00		4,841.88
	01/15/00	00/SP	PHKK	Parking	75.00		4,916.88
	01/15/00	00/SP	101	luition	3,525.00		8,441.88
				Pending Financial Aid			
	01/15/00	00/SP	HAM	College Scholarships		1,000.00	7,441.88
				Total:	10,691.88	3,250.00	7,441.88

Figure 3-8: Example of AR Code Statement Transactions

If you print your statements using the AR code option, you can use the AR Summary Inquiry By AR Code (ARBC) screen to view the account holder's AR activity in a similar presentation.

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AR Category Level Statements

The AR category level statement lists invoice and payment activity by term, from oldest to newest term, with any non-term-based transactions listed together after all term-based activity. Within a term, payments and summarized invoice activity print in chronological order. For invoice activity, Colleague prints the term start date. For payment transactions, Colleague prints the actual payment transaction date.

Colleague summarizes invoice items by AR category within each term (if a category has been previously assigned to an AR code), and prints a single line for each unique term and AR category combination (for example, student fees for the 1999 Fall term). If no category has been assigned to an AR code, Colleague summarizes the charges by AR code instead. Because individual invoice transactions are not printed, invoice numbers are omitted. Similarly, the term start date is printed instead of individual invoice dates. For non-term-based invoice lines, Colleague prints a dashed line (-----) for the date.

Each individual payment transaction prints on the statement (payments are not netted).

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	, Balance
	12/01/99			*** Balance Forward ***	2,500.00		2,500.00
ROOM	12/10/99	00/SP	ROOM	Deposit Allocation		1,500.00	1,000.00
000202110	12/10/99	00/SP	RCPT	Cash Receipts		750.00	250.00
	01/15/00	UU/SP	BOOK	Book Store Charges	157.50		407.50
	01/15/00	NN/Sh	CMPTR	Computer Hook-Up	78.38		485.88
	01/15/00	00/SP	DRU	Residence Hall Charges	3,000.00		3,485.88
	01/15/00	00/51	FEES	Student Fees	156.00		3,641.88
	01/15/00	00/31	PHKK PTCUC	Parking Student Changes	00.07		3,710.00
	01/15/00	00/SP	TUIT	Tuition	3,525.00		8,441.88
				Pending Pinanoial Aid			
	01 /15 /00	00/CD	ном	College Scholenships		1 000 00	7 441 88
	01/13/00	00/01	11411	correde scuorgesurbs		1,000.00	
				Total:	10,691.88	3,250.00	7,441.88

Figure 3-9: Example of AR Category Statement Transactions

If you print your statements using the AR category option, you can use the AR Transaction Type Inquiry (ARTY) screen to view the account holder's AR activity in a similar presentation.

Including Financial Aid on AR Statements

You can print AR statements with or without showing pending financial aid. When you include financial aid on your statements, no rules are processed in determining the pending financial aid amounts.

Any pending financial aid award information shown on your statements is *not* reflected on the inquiry screens. The amount due on the statement will differ from the adjusted balance on an inquiry screen if you choose to show pending financial aid. You can view pending financial aid amounts from most inquiry screens to reconcile any differences.

Only certain types of financial aid awards print on AR statements. Awards that have been defined as Destination 1, 6, and 7 are included; all other awards are not.

Financial aid award information prints after the transaction detail on the AR statement, and is reflected in the statement totals. The awards selected are determined by the statement date range.

If you show pending financial aid award information, and an account holder has multiple AR type accounts, the pending financial aid information prints for all AR types, not just for the student receivable AR type. If you do not want to see pending financial aid on statements for other types of receivables, you can print statements for those specific AR types and set the Show Pending FA field on the ARSP screen to "No."

Selecting the Level of Pending Financial Aid

You can choose one of two levels of financial aid information to print on your statements:

- pending financial aid detail
- pending financial aid summary

If your institution uses Stafford loans defined as Destination 4 awards, these awards will not show on your AR statements.

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	Balance
	12/01/99			*** Balance Forward *** Panking Permit - 00/SP	2,500.00		2,500.00
100008194	12/05/99	00/SP		Student Government Fee	40.00		2,615.00
000008185	12/10/99	00/SP		BRWN 200	3,000.00		5,615.00
000008186	12/10/99	00/SP 00/SP		standard Heal Plan Standard Meal Plan	1,200.00	300.00	6.815.00
000008189	12/10/99	00/SP		Registration - 00/SP	2,841.00	555.65	9,656.00
000008190	12/10/99	00/SP		Registration - FRS*101*0	750.00		10,406.00
000008195	12/10/99	00/SP		Lab Fee	50.00		10,456.00
000008195	12/10/99	00/3P 00/SP		Computer Charges Bookstore Charges	78.38 157.50		10,534.38
ROOM	12/10/99	00/SP	ROOM	Deposit Allocation	151.50	1,500.00	9,191.88
000202110	12/10/99	00/SP	RCPT	Cash Receipts		750.00	8,441.88
				Pending Financial Aid			
	01/15/00	00/SP	HAM	College Scholarships		1,000.00	7,441.88
				Total:	10,991.88	3,550.00	7,441.88

Figure 3-10: Example of an Statement Transactions with Pending FA Detail

Statements with pending financial aid detail list by term each pending award (including the award code and description) and award amount.

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	Balance
	12/01/9	9		*** Balance Forward ***	2,500.00		2,500.00
0000081	93 12/05/9 DA 19/05/9	9 00/SP		Parking Permit - 00/SP	75.00		2,575.00
00000081	74 12/03/7 85 19/10/9	7 00/3F		BRUN 200	3 000 00		2,013.00 5 615 00
0000081	86 12/10/9	9 00/SP		Standard Meal Plan	1.500.00		7.115.00
0000081	88 12/10/9	9 00/SP		Standard Meal Plan	-,	300.00	6,815.00
0000081	89 12/10/9	9 00/SP		Registration - 00/SP	2,841.00		9,656.00
0000081	90 12/10/9	9 00/SP		Registration - FRS*101*0	750.00		10,406.00
0000081	95 12/10/9 DC 10/10/9	9 00/SP		Lab Fee	50.00		10,456.00
00000081	76 12/10/7 97 19/10/9	9 00/SP		Computer Charges Bookstone Changes	78.38 157.50		10,534.38
ROOM	12/10/9	9 00/SP	ROOM	Denosit Allocation	137.30	1.500.00	9,191.88
0002021	10 12/10/9	9 00/SP	RCPT	Cash Receipts		750.00	8,441.88
	01/15/0	0 00/SP		Pending Financial Aid		1,000.00	7,441.88
				- Total:	10,991.88	3,550.00	7,441.88

Figure 3-11: Example of an AR Statement with Pending FA Summary

Statements with summary pending financial aid list the total pending award amount for the term.

Setting Up Financial Aid Parameters

If you want to include pending financial aid on your AR statements, the following setup must be completed in Colleague's Financial Aid module:

- define the pending FA year you want included on your statements on the FA Awarding Parameters (FAAP) screen
- define "pending" award actions on the Award Action Definition (ACT) screen
- verify financial aid award destinations only Destinations 1,6, & 7 are included in pending financial aid shown on AR statements (if Stafford loans are defined as Destination 4, they are not shown on AR statements)

See Using Financial Aid for more information about setting up financial aid.

Including Account Aging Information on AR Statements

You can print AR statements with or without showing account aging information. Colleague uses the statement date as the basis for calculating which amounts are overdue. You define the aging criteria at the time you print your AR statements. Colleague provides default aging groups, but you can define your own aging criteria each time you print your statements.

Aging information prints at the bottom of the AR statement, after the transactions and transaction totals.

				Datatel 4375 Fair Lak Fairfa	University es Court Div 8 x VA 22033	3099		
				Statemen Student	t of Account Receivable			
Account Ho	older 107 Gai	79465 ry Cocke	r			Statement Amount to	Date 01/15 Pau 7 441	∕00 88
	Gai Fa: Fa:	ry Cocke ir Lakes irfax, V	Circ A 22	le 033		niidane eo	Tuy 7,111	
Ref No	Date	Term	Code	Description		Charges	Payments/ Credits	Balance
200008193 200008194 300008185 300008185 300008188 200008188 300008190 300008195 300008197 300008197 800008197 8000M	12/01/99 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99	00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	ROOM RCPT	*** Balance F Parking Permit Student Govern BRWN 200 Standard Meal Standard Meal Registration Lab Fee Computer Char Bookstore Char Deposit Alloc Cash Receipts	prward *** t - 00/SP nment Fee Plan - 00/SP - FRS*101*0 ges rges ation	$\begin{array}{r} 2,500.00\\ 75.00\\ 40.00\\ 3,000.00\\ 1,500.00\\ 2,841.00\\ 750.00\\ 50.00\\ 78.38\\ 157.50\end{array}$	300.00 1,500.00 750.00	2,500.00 2,575.00 2,615.00 5,615.00 7,115.00 6,815.00 9,656.00 10,406.00 10,456.00 10,534.38 10,534.38 10,591.88 9,191.88 8,441.88
	01/15/00	00/SP	HAM	Pending Finan College Schol	cial Aid arships		1,000.00	7,441.88
					Total:	10,991.88	3,550.00	7,441.88
Deferred	Ø-	- 30 Day	IS	31 - 60 Days	61 - 90 Days	s > 90 Days		
9,291.	.00	400.	88	-1,500.00	0.0) <u>250</u>	.00	

Figure 3-12: Example of an AR Statement with Account Aging

See "Defining Account Aging Parameters" on page 3-28 for detailed information about generating aging information on AR statements.

Printing AR Statements

Use the Statement Print (ARSP) screen to generate standard AR statements for an account holder or a group of account holders When you print a statement for an individual with multiple types of AR balances, Colleague generates a separate statement for each AR type unless you specify the AR type(s) for which you want to print statements.

10/14/99 12:47	STATEMENT PRINT	ARSP
1 Start Date: <u>0</u> 8/30/99 2 Statement Date: <u>10/14/99</u> 3 Sunmary Level: Sunmary 4 Show Pending FA: N 5 Remittance Slip: No 6 Sort Sequence: NAME	7 Age Balance 8 Deferred Group Title: 9 Days Current 10 Max Age of Group 1: 11 Max Age of Group 2: 12 Group 3 Title	No Days Description Deferred 30 0 - 30 Days 60 31 - 60 Days 90 61 - 90 Days > 90 Days
13 Mail Rules for Addnl Copies	: 1:	
14 Saved List Name: 15 Name/Addr Hierarchy: PREFERRE 16 AR Types 1: 2: 17 AR Accountholders: 1: Greg 2: 18 * Message 1:	D Preferred Name Stubin	
19 Additional Selection Criteria	: No	

Figure 3-13: Example of the Statement Print (ARSP) Screen

Defining Statement Print Parameters

Define the information used to select the transactions included on your statements, as well as the account holders for whom to print statements, as explained below.

Start Date. Enter a start date used to select transactions included on your statements. Colleague defaults this date to the one used the last time you printed AR statements, but you can enter another date. Colleague uses the start date along with the statement date to determine which transactions are included on the statements.

Colleague also uses the start date to calculate the balance forward amount. Transactions that occurred prior to the start date are included in the balance forward calculations.

Statement Date. Enter a statement date (or end date) used to select transactions included on your statements. Colleague defaults this date to current date, but you can enter another date. Colleague uses the statement date along with the start date to determine which transactions are included on the statements.

If you include account aging information on your statements, the statement date is also used to calculate this information.

Summary Level. Define the level of detail printed on your statements by selecting one of the following summary options:

- summary level to print one line for each transaction
- detail level to print detail lines for each invoice
- net level to print AR code totals for each invoice
- AR code level to print AR code totals by term
- AR category code level to print AR category totals by term

Refer to "Selecting the Statement Summary Level" on page 3-14 for detailed explanations and examples of each of these summary options.

Show Pending FA. Define the level of financial aid detail (if any) printed on your statements by selecting one of the following options:

- N to show no pending financial aid
- PD to show pending financial aid detail for each award within each award period
- PS to show pending financial aid summary information for each award period

Refer to "Including Financial Aid on AR Statements" on page 3-22 for detailed explanations and examples of each of these pending financial aid options, and to review what prior financial aid setup is required.

Remittance Slip. Define whether to print remittance slips with your statements. If you enter "**Y**," Colleague prints the remittance slip on the top 3 and 2/3 inches of the first page of each statement.

You can only print remittance slips if you use the Datatel-supplied standard statement print format with plain-paper forms or perforated paper. Remittance slips cannot be used with pre-printed Moore forms.

Refer to "Selecting the Statement Print Format" on page 3-12 for detailed information about statement print formats.

Sort Sequence. Enter the order by which Colleague sorts the printed statements. Colleague defaults the sort sequence to Zip Code, but you can sort by ID or name if desired.

Defining Account Aging Parameters

Define the parameters used to generate account aging information, if you include this on your AR statements, as explained below.

Age Balance. Indicate whether you want to print account aging information on your statements. If you enter "Y," Colleague uses the aging parameters you enter on the ARSP screen to calculate the aging information for each statement.

Deferred Group Title. Colleague defaults this title to "Deferred," but you can enter another description for charges that are not yet due.

Days Current (Number of Days/Description). Colleague defaults the number of days to 30, and the description to "0 - 30 Days," but you can enter your own values if desired. These fields define the charges that are considered currently due. Colleague includes any invoices with due dates less than or equal to 30 days (or the number of days you enter) from the statement date defined on the ARSP screen.

If you change the number of days, be sure to change all of the affected descriptions accordingly.

Max Age of Group 1 (Number of Days/Description). Colleague defaults the number of days to 60, and the description to "31 - 60 Days," but you can enter your own values if desired. These fields define the charges that are considered to be in the earliest past due category. Colleague includes any invoices with due dates greater than 30 days (or the number of Days Current you enter) but less than or equal to 60 days (or the number of days you enter here) from the statement date defined on the ARSP screen.

If you change the number of days, be sure to change all of the affected descriptions accordingly.

Max Age of Group 2 (Number of Days/Description). Colleague defaults the number of days to 90, and the description to "61 - 90 Days," but you can enter your own values if desired. These fields define the charges that are considered to be in the middle past due category. Colleague includes any invoices with due dates greater than 60 days (or the number of Max Age of Group 1 days you enter) but less than or equal to 90 days (or the number of days you enter here) from the statement date defined on the ARSP screen.

If you change the number of days, be sure to change all of the affected descriptions accordingly.

Group 3 Title. Colleague defaults the description to " > 90 Days," but you can enter your own title if desired. This field describes the charges that are considered to be in the oldest past due category. Colleague includes any invoices with due dates greater than 90 days (or the number of Max Age of Group 2 days you enter) from the statement date defined on the ARSP screen.

Defining Additional Statement Criteria

Mail Rules. Use this option to specify how to handle any additional copies of the statements.

Saved List Name. You can enter the name of a pre-defined saved list of AR accounts for which you want to print statements. If entered, Colleague uses the saved list as the basis for selecting accounts. You can also use the other selection criteria on the ARSP screen to further narrow the selection of accounts for which to print statements.

Name/Address Hierarchy. You can specify what type of name and address are printed on the statements. Colleague defaults this to the accounts receivable address, but you can enter another address type.

AR Types. You can select the type of receivable(s) for which you want to print statements by entering one or more AR types. You can also use the other selection criteria on the ARSP screen to further narrow the selection of accounts for which to print statements

AR Account Holders. You can identify specific account holders for which to print statements by entering their names or IDs. You can also use the other selection criteria on the ARSP screen to further narrow the selection of accounts for which to print statements.

Message. You can enter a multi-line message to print on the bottom of every statement.

If you do not enter any selection criteria, Colleague prints statements for all AR account holders.

Procedure for Printing AR Statements

Complete the following steps to print one or more AR statements:

Step	Action	Hints
1	Complete any setup steps necessary to generate the type of statements you want to print.	See "Before You Begin" on page 3-7 for where to find setup information.
2	Define your printer to use the settings listed in table 3-7 on page 3-12.	See your System Administrator for help.
3	Identify any individual accounts for which you want to print statements.	You can create a saved list used to limit selection.
4	Access the Invoice Print (ARSP) screen.	
5	Define the parameters required to print your statements.	See "Understanding Statement Print Options" beginning on page 3-12 and "Defining Statement Print Parameters" beginning on page 3-26 for detailed information.
6	If you want to include account aging information, define the account aging parameters.	See "Including Account Aging Information on AR Statements" beginning on page 3-25 and "Defining Account Aging Parameters" beginning on page 3-28 for detailed information.
7	Define any additional criteria used for printing statements, or to select statements for printing,	See "Defining Additional Statement Criteria" beginning on page 3-29 for detailed information. If you do not enter any selection criteria, Colleague prints statements for the entire AR.ACCTS file.
8	Generate the statements by finishing from the screen.	

Table 3-8: Steps for printing AR Statements

Printing Registration Statements

Using Accounts Receivable & Cash Receipts

In this Chapter

This chapter describes how to print a statement of account for a student which includes both summarized and detailed information about a student's current registration charges, as well as summarized information about current payments. Registration statements also include the student's schedule of classes, and can optionally include other types of charges (such as room and board charges) and pending financial aid information as well. You can print registration statements with the registration process, or as a separate process.

For Information About	See
steps you should take prior to printing registration statements	"Before You Begin" on page 3-32
defining the format of your registration statements	"Understanding the Registration Statement Format" on page 3-38
choosing the level of transaction detail for your registration statements	"Explanation of Charges Section - Summary Levels" on page 3-45
how Colleague selects and categorizes the charges and payments included on your registration statements	"Understanding the the Registration Statement Billing Period" on page 3-53
printing registration statements with the registration process	"Printing Statements With The Registration Process" on page 3-34
printing registration statements as a separate process	"Printing Registration Statements As A Separate Process" on page 3-35 and "Using the Registration Statement Print (RGST) Process" on page 3-57

For information about printing registration statements, refer to table 3-9 below.

 Table 3-9: Finding Information About Printing Registration Statements

For information about printing individual invoices and AR statements (not covered in this chapter), refer to table 3-10 below.

For Information About	See
printing an invoice	"Printing AR Invoices" on page 3-1
printing an AR statement	"Printing AR Statements" on page 3-7

Table 3-10: Finding Additional Information About Printing AR Activity

Before You Begin

Before you print registration statements, your institution should complete the following:

Step	Reference
Define your registration billing tables for table-based billing, and your section charges for any section-based billing.	See Getting Started with the Student System
Register students for classes. Note: If you print registration statements as a separate process, you must actually generate and post the registration charges to student accounts. If you print registration statements with the registration process, it is not necessary to post the registration charges in order to produce a registration statement.	<i>Using Registration</i> and "Understanding Registration Billing" on page 2-8
Assign rooms, generating room assignment charges (<i>optional</i>)	<i>Using Residence Life</i> and "Understanding Room Billing" on page 2-44
Assign meal plans, generating meal plan charges (<i>optional</i>)	Using Residence Life and "Understanding Meal Plan Billing" on page 2-55
Process any payments	The "Payments" part of this manual beginning on page 4-1
Define the registration statement print parameters for your registration controls	Getting Started with the Student System
Define financial aid parameters if pending FA is to be reflected on registration statements	"Financial Aid Information Section" on page 3-51 and Using Financial Aid

Table 3-11: Steps to Complete Before Printing Registration Statements

The timing of other Accounts Receivable and Cash Receipts processes (such as when charges and payments are posted to Accounts Receivable) as well as when you print your statements will have a direct effect on the information reflected on your registration statements. Always verify that your student billing and payment information is current before printing registration statements.

The amount due as shown on the registration statement may not always equal the adjusted balance on the inquiry screens (although both amounts are correct) due to the following factors:

- **Pending Financial Aid** you can choose to deduct pending financial aid from the amount due on your registration statements, however, pending financial aid amounts are not shown as deducted on the inquiry screens until they are actually transmitted.
- **Payment Plan Late Charges** if a student has incurred late charges related to payment plans, these charges are reflected in the balance due on the inquiry screens, however, they are not shown on the registration statements unless they have been at least partially paid.
- **Future Charges** if you generate registration statements for a date range that does not include these charges, they are not shown on the registration statements, however, they are shown on the inquiry screens if you do not specify a term.
- Other Charges you can choose not to include other types of charges (such as room & board, payment plan setup charges, etc.) on your registration statements, however, these types of charges are shown on the inquiry screens.

Overview of Registration Statements

Registration statements can be printed as part of the registration process, or as a separate process. Statements produced by either process are defined by the registration user controls assigned to the staff member producing the registration statements. The registration controls determine the format of the statements you print.

Because registration statements (produced either by the registration process or the registration statement print process) rely *extensively* on the registration controls you define and assign to a registration user, it is *imperative* that you thoroughly understand, and correctly define your registration user controls. See *Getting Started with the Student System* for detailed information about how to define statement printing parameters for registration users.

Printing Statements With The Registration Process

Registration statements can be printed automatically as part of the registration process. You define and assign your registration controls so that each time a registration is completed, a registration statement is produced. This method is typically used by institutions that update their AR accounts immediately. See *Getting Started with the Student System* for detailed information about defining immediate billing control parameters.

If you do not update your AR accounts immediately, Colleague still calculates the registration charges and produces the registration statement, but does not actually update the accounts until you run the Batch Reg/Room/Meal Billing (BILL) process. See "Generating Student Receivables" beginning on page 2-61 for more information about the BILL process.

Colleague uses the registration controls assigned to the registration staff member to produce the registration statements. If the staff member's registration controls have been defined to print statements, Colleague produces a statement each time that staff member completes a registration. No additional action is required by the staff member to produce the statement.

If neither the registration user group nor any of the registration controls assigned to a staff member have been defined to print statements, a registration statement is not printed when that staff member completes a registration. When you do not automatically produce a statement with each completed registration, you can still print one using the Registration Statement Print (RGST) process. See "Using the Registration Statement Print (RGST) Process" on page 3-57 for detailed information about printing statements from the RGST screen.

Printing Registration Statements As A Separate Process

Registration statements can be printed as a separate process apart from registration. You can define and assign your registration controls so that statements are not produced automatically when a registration is completed. This method is typically used by institutions that delay updating their AR accounts until their registration activity is fairly stable. Or, even if you produce statements as part of the registration process, this method can still be used to print duplicate registration statements upon demand.

Unlike printing statements with registration, if you do not update your AR accounts immediately, the current registration charges will not be reflected on your statements. You first need to post the registration charges to the accounts using the Batch Reg/Room/Meal Billing (BILL) process. See "Generating Student Receivables" beginning on page 2-61 for more information about the BILL process.

When using the registration statement print process, Colleague uses the registration controls assigned to a registration user group to determine the format of the statements. You can select the registration user group you want to use at the time you print the statements. See *Getting Started with the Student System* for detailed information about defining and assigning registration controls. See "Using the Registration Statement Print (RGST) Process" on page 3-57 for detailed information about printing registration statements separately.

Understanding How Registration Controls Affect Registration Statements

When you print registration statements either with the registration process or as a separate process, Colleague uses the hierarchy outlined in table 3-12 below to determine whether statements are printed, and which Registration Users and Registration Control records are used to set the statement print parameters.

Registration Users "Print Statements" Setting	Registration Controls "Print Statements" Setting ^a	Statement Produced?	Parameters Taken From:
Yes	Yes	Yes	Registration Users, Registration Controls, Defaults
Yes	No	Yes	Registration Users, Defaults
Null	Yes	Yes	Registration Controls, Defaults
Null	No	No	Not Applicable
No	Yes	No	Not Applicable
No	No	No	Not Applicable

Table 3-12: Registration Controls Hierarchy Used for Printing Registration Statements

a. Each Registration Users record references one or more Registration Controls records. A "Yes" in this column indicates that the Print Statements parameter is set to "Yes" for **at least one** of the referenced Registration Controls records. In this case, the active Registration Controls record is the **first** one with the Print Statements parameter set to "Yes." A "No" in this column indicates that **all** of the referenced Registration Controls have the Print Statements parameter set to "No". If you are printing statements using the Registration Statement Print (RGST) process, Colleague does not allow you to enter a Registration User record that will not produce a statement.

Once Colleague determines which Registration Users and Registration Controls records to use as per the hierarchy explained above, it establishes the settings for the statement print parameters listed below:

Statement Print Parameter	Default Value
Statement Print Subroutine	S.PRINT.REG.STATEMENT
Statement Printer	Null
Statement Form Image	Null

 Table 3-13: Statement Print Parameters Defined by Registration Controls

Statement Print Parameter	Default Value
Deduct Untransmitted FA	No
Summary Level	Detail
Show Balance Forward	No
Show Section Synonym	No
Show Other Charges	No
Show Waitlisted Courses	No
Name and Address Hierarchy	Null
Produce Remittance Slip	Yes

Table 3-13: Statement Print Parameters Defined by Registration Controls

Colleague looks for a non-null setting for each of these statement print parameters, first looking at the Registration Users settings, then for Registration Controls (if one is active), and finally using the default value. For detailed explanations of these parameters, refer to "Understanding the Registration Statement Format" on page 3-38 and *Getting Started with the Student System*.

Understanding the Registration Statement Format

The registration statement has been designed to provide a comprehensive list of registration and financial information for your students. Colleague uses a standard Datatel-supplied print format which offers a range of statement format options. The standard print format requires that statements be printed on plain-paper forms or perforated paper.

If you use the standard Datatel-supplied print format, you must define your printer to use the settings listed in table 3-14. See your System Administrator for help with defining printer settings.

Parameter	Value
Number of lines per page	88 lines
Number of characters per inch	15 characters

Table 3-14: Printer Settings Required for Registration Statements

Your institution can choose to use the previous version of the standard Datatel-supplied statement format, the pre-printed Moore form version, or a customized print format if desired. See your System Administrator for help if you do not want to use the standard Datatel-supplied print format.

While some of the information included on the statement is standard, other information is optional, and is determined by how you define your registration controls. Each section of the registration statement is explained below.

Remittance Slip Section

The remittance slip is an optional section of the registration statement which prints on the top third of the first statement page. It is designed to be removed by the student and returned with payment, and includes the following:

- institution information, including the institution name and address positioned to show through a standard Number 9 window envelope
- account holder information, including the account holder name, ID, AR type, statement term, and the amount due
- payment information (to be completed by the account holder), including the method of payment, the amount paid, and the account holder's signature (for credit card payments)

Colleague automatically includes remittance slips with registration statements unless you have defined your registration controls otherwise. If you include remittance slips with your registration statements, you must print them on plain-paper forms or perforated paper because the remittance slip only prints on the first page of the statement.

Even if your institution does not mail statements to students, you may want to print remittance slips anyway, as they provide all the key information needed by a cashier to record a payment made to the student's account.

		Name: Gary Cocker ID #: 1079465 AR Type: 01 Term: 00/SP
		AMOUNT DUE: 2,841.00
		How Paid: Cash Check M/C UISA
Make Checks Payable To:		AmEx Disc Other (specify)
		Gredit Gard No:
Datatel University 4375 Rain Lakes Count Diu	8099	Expire Date:
Fairfax, VA 22033	0077	Amount Paid:
		Signature:
	Detach and Return with Payment	

Figure 3-14: Registration Statement - Remittance Slip Section

December 2, 2002

Account Summary Section

The summary section is a standard section of the registration statement which prints on the first page of the statement. If you include remittance slips with your statements, the account summary section prints after the remittance slip; otherwise it prints at the top of the first statement page. It includes student registration and academic information, as well as a summary of the student's current charges and payments as follows:

Student Information

- student name and ID
- advisor name and office
- registration term and date range for the charges and payments included on the statement
- current residency status
- anticipated degree and completion date
- mailing address positioned to show through a standard Number 10 window envelope

Charges & Payments Summary

- balance forward (*optional*, defined by registration controls) if printed, reflects any outstanding balance from previous terms and is included in the total amount due.
- · current charges total of all charges for the term included on the statement
- payment information, summarized by type of payment, for the term included on the statement
- total amount due balance forward amount (if included), plus current charges, minus any current payments

See "Understanding the the Registration Statement Billing Period" on page 3-53 to see how Colleague selects and categorizes invoices and payments included on the statement.

		Reg 12/	istration Statement 13/99	
Name: Gary Cocker ID #: 1079465			Advisor: Advisor Office:	
Registration Info	Begin	End	Description	Amount
Term	/SP 01/15/00 In-State	 05/30/00	Balance Forward (01/15/00) Current Charges	2,500.00 3,591.00
Anticipated Degree(s): BA	- LDH A1		TOTAL CHARGES	6,091.00
nntitipaten comp bate. 83/	01/03		Cash, Check & Credit Card Payments Financial Aid Transmitted Pinancial Aid Dransmitted	750.00- 0.00
Mail To	:		Amounts Paid by Sponsors	1,000.00
Gary Coo Fair Lal Fairfay	cker kes Circle HA 22033		Amounts Currently Deferred on Payment Plans Other Payments	1,582.08 0.00 0.00
TuttTux	, •11 22000		TOTAL AMOUNT DUE FROM STUDENT	2,841.00



Student Schedule Section

The student schedule section is a standard section of the registration statement which prints after the account summary section on the statement. It displays the course sections for which the student is enrolled for the term included on the registration statement, and includes the following:

- course section number and name (you can *optionally* define your registration controls to print the course synonym instead of the course section name)
- days, times, and location at which the course section meets
- instructor of the course section
- start and end dates of the course section
- number of credits or continuing education units (CEUs)
- course section status (add, dropped, cancelled, etc.)
- waitlisted courses (*optional*, defined by registration controls) if printed, lists each course section for which the student is waitlisted

SCHEDULE Course/Description	Days	Times	Location	Bldg/Room	Ins	tructor	Start Date	End Date	Cred∕ CEU's	Stat
ENGL*239*00SP Fable As Literature	MWF	09:00AM 09:50AN	I	THOM 100	L.	Cannady	01/15/00	05/30/00	3.00	New
MATH*113*00SP Calculus	TTH	05:30PM 07:30PM	l L0	BANN 130	s.	Haske	01/15/00	05/30/00	3.00	New
CIS*142*00SP Comp Info Serv	TTH	07:30PM 09:30PM	l L0	BANN 140	Т.	Voreas	01/15/00	05/30/00	3.00	New
FRS*101*00SP Freshman Seminar	MWF	11:00AM 11:50AN	I	THOM 500	D.	Ungar	01/15/00	05/30/00	3.00	New
ENGL*101*00SP Freshman English	MWF	10:00AM 10:50AN	I	THOM 200	к.	O'Brien	01/15/00	05/30/00	3.00	New
ACCT×100×00SP Intro to Accounting Princ										Wait

Figure 3-16: Registration Statement - Student Schedule Section

Explanation of Charges Section

The explanation of charges section is a standard section of the registration statement which prints after the student schedule section on the statement. It displays a student's current registration charges for the term included on the registration statement, as shown in figure 3-17. It can also, depending on how you define your registration controls, print an additional section with other types of charges for the statement billing period, as shown in figure 3-18.

See "Understanding the the Registration Statement Billing Period" on page 3-53 to see how Colleague selects and categorizes invoices and payments included on the statement.

The amount of detail shown in the Explanation of Charges section is determined by how you define the statement summary level on your registration controls. See "Explanation of Charges Section - Summary Levels" on page 3-45 for detailed explanations and examples of the statement summary levels available.

Registration Charges

This section displays detailed information about the registration charges incurred by the student during the registration statement billing period.

Term Date Invoice # Code Description	Charges	Due Date
CURRENT CHARGES (01/15/00 through 05/30/00) Current Registration Charges 00/SP 12/10/99 000008189 Registration - 00/SP 00/SP 12/10/99 000008190 Registration - FRS×101×00SP	2,841.00 750.00	01/16/00 01/16/00
Subtotal Current Registration Charges	3,591.00	
TOTAL CURRENT CHARGES	3,591.00	

Figure 3-17: Registration Statement - Explanation of Registration Charges Section

Any applicable taxes are reflected in the charges for individual line items, and are included when calculating the total current charges, as well as the total amount owed by the student. If taxes are included, Colleague also prints a summary of the individual tax amounts for each invoice by each tax code below the Total Current Charges. See Figure 3-18 on page 3-43 for an example of tax summary information.

The Total Current Charges line and tax summary information (if any) print as follows:

- if you do not include other types of types of charges on your registration statements, these items print immediately after the Registration Charges section
- if you include other types of charges on your registration statements, these items print immediately after the Other Charges section as shown in figure 3-18 below

Term Dat	e	Invoice #	Code	Description	Charges	Due Date
CURRENT CHA	RGES	(01/15/00 t) tion Charge	hrough	05/30/00>		
00/SP 127 00/SP 12/	10/99 10/99	000008189 000008190		Registration - 00/SP Registration - FRS*101*00SP	2,841.00 750.00	01/16/00 01/16/00
Subtotal Cu	rrent	Registrati	on Chai	ges	3,591.00	
Current Oth 00/SP 12/ 00/SP 12/ 00/SP 12/ 00/SP 12/ 00/SP 12/ 00/SP 12/ 00/SP 12/ 00/SP 12/	er Ch 05/99 10/99 10/99 10/99 10/99 10/99 10/99	Arges 000008193 000008194 00008185 000008185 000008188 000008195 000008195 000008197		Parking Permit - 00/SP Student Government Fee BRWN 200 Standard Meal Plan Standard Meal Plan Lab Fee Computer Charges Bookstore Charges	$\begin{array}{c} 75.00\\ 40.00\\ 3,000.00\\ 1,500.00\\ 50.00\\ 50.00\\ 78.38\\ 157.50\end{array}$	01/05/00 01/05/00 01/16/00 01/16/00 01/16/00 01/10/00 01/10/00 01/10/00
Subtotal Cu	rrent	Other Char	yes		4,600.88	
TOTAL CURRE	NT CH	ARGES			8,191.88	
Taxes 12/ 12/ Subtotal Ta	10/99 10/99 xes	12296 12297	VA M1	Virginia Sales Tax Maryland Sales Tax	3.38 7.50 10.88	01/10/00 01/10/00

Figure 3-18: Registration Statement - Explanation of Registration Charges Section (when the Other Charges section is included)

Other Charges

This section is optional, depending on how you define your registration controls. If you include this section on your statements, it prints after the registration charges section. It displays any other charges incurred by the student during the registration statement billing period (such as room & board, payment plan setup charges, etc.). Colleague includes these amounts with the current registration charges when calculating the total amount due from the student.

If you do not include the other charges on your statements, only registration-related charges are used to calculate the total amount due.

If you choose *not* to include other types of charges (such as room & board, payment plan setup charges, etc.) on your registration statements, your statement balance may *not* match the adjusted balance shown on the inquiry screens, as these types of charges *are* included on the inquiry screens.

Current 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	t Other Charg 12/05/99 00 12/10/99 00 12/10/99 00 12/10/99 00 12/10/99 00 12/10/99 00 12/10/99 00	yes 90008193 90008194 90008185 90008186 90008186 90008195 90008196 90008197		Parking Permit - 00/SP Student Government Fee BRWN 200 Standard Meal Plan Standard Meal Plan Lab Fee Gomputer Charges Bookstore Charges	$\begin{array}{c} 75.00\\ 40.00\\ 3.000.00\\ 1.500.00\\ 300.00-\\ 50.00-\\ 78.38\\ 157.50\end{array}$	01/05/00 01/16/00 01/16/00 01/16/00 01/16/00 01/18/00 01/18/00 01/18/00 01/18/00	
Subtota	al Current Ot	ther Charg	res		4,600.88		
TOTAL CURRENT CHARGES					8,191.88		
Taxes	12/10/99 12/10/99	12296 12297	VA M1	Virginia Sales Tax Maryland Sales Tax	3.38 7.50	01/10/00 01/10/00	
Subtota	al Taxes				10.88		

Figure 3-19: Registration Statement - Explanation of Other Charges Section

Any applicable taxes are reflected in the charges for individual line items, and are included when calculating the total current charges, as well as the total amount owed by the student. If taxes are included, Colleague also prints a summary of the individual tax amounts for each invoice by each tax code below the Total Current Charges.

The Total Current Charges line and tax summary information (if any) print as follows:

- if you do not include other types of types of charges on your registration statements, these items print immediately after the Registration Charges section
- if you include other types of charges on your registration statements, these items print immediately after the Other Charges section as shown in figure 3-19 above

Explanation of Charges Section - Summary Levels

When you define the registration controls used to print your registration statements, you define the level of detail shown in the Explanation of Charges section as outlined below:

- summary level
- detail level
- net level
- AR code level
- AR category level

The summary level controls the amount of detail shown in the Explanation of Charges section of the registration statement as explained in detail below.

Summary Statements

The summary level statement prints one line for each invoice in chronological order. Each line contains the term (if any), invoice date, invoice number, description (such as registration), invoice amount, and invoice due date.

If an invoice includes multiple invoice items (such as registration for multiple classes), or includes any adjusting invoices, only the net amount of the invoice prints on the statement.

In figure 3-20 below, there are 2 entries for the Standard Meal Plan charges. The first entry represents the orginal charge of \$1500. The second entry represents the net amount of an adjusting invoice crediting the \$1500, and a new invoice charging only \$1200. The net result of those invoices, a \$300 credit, is reflected in the second Standard Meal Plan entry.

EXPLANATION OF CHARGES						
Term	Date	Invoice #	Code	Description	Charges	Due Date
CURREN	T CHARGES					
Curren 00/SP 00/SP	t Registra 12/10/99 12/10/99	tion Charges 000008189 000008190	S	Registration - 00/SP Registration - FRS*101*00SP	2,841.00 750.00	01/16/00 01/16/00
Subtot	al Current	3,591.00				
Curren 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP Subtot	t Other Ch 12/05/99 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 al Current CURRENT CH	arges 00008193 00008194 000008194 000008185 000008188 000008188 000008197 000008197 0ther Charg ARGES	ges	Parking Permit - 00/SP Student Government Fee BRUN 200 Standard Meal Plan Standard Meal Plan Lab Fee Computer Charges Bookstore Charges	75.00 40.00 3.000.00 1.500.00 300.00 50.00 78.38 157.50 4.600.88 8,191.88	01/05/00 01/05/00 01/16/00 01/16/00 01/16/00 01/10/00 01/10/00 01/10/00
Taxes	12/10/99 12/10/99	12296 12297	VA M1	Virginia Sales Tax Maryland Sales Tax	3.38 7.50	01/10/00 01/10/00
Subtot	al Taxes	10.88				

Figure 3-20: Example of Summary Registration Statement Charges

If you print your statements using the summary option, you can use the AR Account Inquiry (ARAI) screen to view the account holder's AR activity in a similar presentation.

Detail Statements

The detail level statement prints at least one line for each invoice in chronological order.

If an invoice includes multiple invoice items (such as registration for multiple classes) or adjusting invoices, a detail line containing the term (if any), AR code and description, and invoice item amount prints for each invoice item . A summary line containing the term (if any), invoice date, invoice number, description (such as registration), and invoice due date prints before the associated invoice items, but does not display the total invoice amount. Instead, individual totals are displayed for each invoice item.

Term	Date	Invoice #	Code	Description	Charges	Due Date
CURRENT	CHARGES	(01/15/00 tł	rough	05/30/00)		
Current 00/SP	Registra 12/10/99	tion Charges 000008189		Registration - 00/SP		01716700
00/SP	12/10/77	00000107	ACT	Student Activity Fee	40.00	01/10/00
00∕SP			HLT	Health Services Fee	26.00	
10/SP 10/SP			TUI	Tuition FNCL#229#009P	640.38	
00/SP			TUI	Tuition	853.84	
10/SP				MATH*113*00SP		
00/SP			TUI	Tuition Clevel 42×0000	640.38	
10/SP			TUI	Tuition	640.40	
10/SP				ENGL*101*00SP		
00/SP	12/10/99	000008190	тит	Registration - FRS*101*00SP	750 00	01/16/00
10/SP			101	FRS*101*00SP	750.00	
ubtota	1 Current	Registratio	n Char	ges	3,591.00	
Current	Other Ch	arges				
00/SP 00/SP	12/05/99	000008193	PORK	Parking Permit - 00/SP Pawking	75 00	01/05/00
00/SP	12/05/99	000008194	1 111	Student Government Fee	13.00	01/05/00
00/SP			ACTVT	Student Government Fee	40.00	
40/SP 70/SP	12/10/99	000008185	DRM	BKWN 200 Residence Hall Chawges	3 000 00	01/16/00
00/SP	12/10/99	000008186	2111	Standard Meal Plan	3,000.00	01/16/00
00/SP			MEALS	Meal Plan Charges	1,500.00	
00/SP 00/SP	12/10/99	000008188	MEALS	Standard Meal Plan Meal Plan Changes	300 00-	01/16/00
00/SP	12/10/99	000008195	TILHEO	Lab Fee	300.00	01/10/00
00/SP			LAB	Lab Fee	50.00	
00/SP	12/10/99	000008196	CMDTD	Computer Charges	70 20	01/10/00
30/SP	12/10/99	000008197	GHEIN	Bookstore Charges	70.30	01/10/00
0/SP			BOOK	Book Store Charges	157.50	
ubtota	1 Current	Other Charg	es		4,600.88	
TOTAL C	URRENT CH	ARGES			8,191.88	
Taxes	10.10.00	10000			0.00	
	12/10/99	12296	UH M1	Virginia Sales lax Mawuland Sales Tax	3.38 7.50	01/10/00
	14/10/11	16671		naryiana bates tax		31/10/00
ubtota	l Taxes				10.88	

Figure 3-21: Example of Detail Registration Statement Charges

If you print your statements using the detail option, you can use the AR Account Inquiry (ARAI) screen to view the account holder's AR invoices in a similar presentation.

Net Statements

The net level statement prints at least one line for each invoice in chronological order. If an invoice includes multiple invoice items with the same AR code (such as registration for multiple classes), Colleague prints a single line for each summarized AR code within the invoice (such as tuition, lab fees, etc.). A summary line containing the term (if any), invoice date, invoice number, description (such as registration), and invoice due date prints before the associated invoice items, but does not display the total invoice amount. Instead, individual totals are displayed for each AR code within an invoice.

If an invoice's total amount nets to zero, no line is printed for that transaction at all. For example, if a student registers for classes and then drops all of them (and no other charges were assessed with these transactions), the entire registration invoice is omitted from the statement because the amount nets out to zero. Similarly, within an invoice, if any AR codes have invoice items that net to zero, no line is printed for that AR code at all. For example, if you have a separate AR code for section-billed courses, and a student registers and then drops a section-billed course, the entire AR code is omitted from the invoice because the amount nets out to zero.

EXPLANA	EXPLANATION OF CHARGES						
Term	Date	Invoice #	Code	Description	Charges	Due Date	
CURRENT Current 00/SP	CHARGES Registra 12/10/99	 (01/15/00 t] tion Charge: 000008189	hrough s ACT HLT	05/30/00) Registration - 00/SP Student Activity Fee Health Services Fee	40.00 26.00	01/16/00	
00/SP	12/10/99	000008190	TUI TUI	Tuition Registration - FRS*101*00SP Tuition	2,775.00 750.00	01/16/00	
Subtota	1 Current	Registratio	on Char	ges	3,591.00		
Current 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP 00/SP	Other Ch 12/05/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99 12/10/99	B00008193 000008194 000008185 000008186 000008188 000008188 000008195 000008196 000008197	PARK ACTUT DRM MEALS LAB CMPTR BOOK	Parking Permit - 00/SP Parking Student Government Fee Student Government Fee BRWN 200 Residence Hall Charges Standard Meal Plan Meal Plan Charges Lab Fee Lab Fee Computer Charges Computer Hook-Up Bookstore Charges Book Store Charges	75.00 40.00 3,000.00 1,500.00 300.00- 50.00 78.38 157.50	01/05/00 01/05/00 01/16/00 01/16/00 01/16/00 01/10/00 01/10/00	
Subtota	1 Current	Other Charg	ges		4,600.88		
TOTAL C	URRENT CH	8,191.88					
Taxes	12/10/99 12/10/99	12296 12297	VA M1	Virginia Sales Tax Maryland Sales Tax	3.38 7.50	01/10/00 01/10/00	
Subtota	1 Taxes				10.88		

Figure 3-22: Example of Net Registration Statement Charges

If you print your statements using the net option, you can use the AR Net Inquiry (ARNI) screen to view the account holder's AR invoices in a similar presentation.

3-48
AR Code Statements

The AR code level statement lists invoice activity by term, from oldest to newest term, with any non-term-based transactions listed together after all term-based activity. Within a term, summarized invoice activity prints in chronological order.

Colleague summarizes invoice items by AR code within each term, and prints a single line for each unique term and AR code combination (for example, tuition charges for the 1999 Fall term). Because individual invoice transactions are not printed, invoice numbers are omitted. Similarly, the term start date is printed instead of individual invoice dates. For non-term-based invoice lines, Colleague prints a dashed line (-----) for the date.

EXPLANATION OF CHARGES			
Term Date Invoice #	Code Description	Charges	Due Date
CURRENT CHARGES (01/15/00 t)	hrough 05/30/00)		
00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00	[°] ACT Student Activity Fee HLT Health Services Fee TUI Tuition	40.00 26.00 3,525.00	
Subtotal Current Registratio	on Charges	3,591.00	
Current Other Charges 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 00/SP 01/15/00 Subtotal Current Other Charg	ACTUI Student Government Fee BOOK Book Store Charges CMPIR Computer Hook-Up DRM Residence Hall Charges LAB Lab Fee MEALS Meal Plan Charges PARK Parking ges	$\begin{array}{r} 40.00\\ 157.50\\ 78.38\\ 3.000.00\\ 50.00\\ 1,200.00\\ 75.00\\ -75.00\\ 4.600.88\end{array}$	
TOTAL CURRENT CHARGES		8,191.88	
Taxes 12/10/99 12296 12/10/99 12297	VA Virginia Sales Tax M1 Maryland Sales Tax	3.38 7.50	01/10/00 01/10/00
Subtotal Taxes		10.88	

Figure 3-23: Example of AR Code Registration Statement Charges

If you print your statements using the AR code option, you can use the AR Summary Inquiry By AR Code (ARBC) screen to view the account holder's AR activity in a similar presentation.

AR Category Level Statements

The AR category level statement lists invoice activity by term, from oldest to newest term, with any non-term-based transactions listed together after all term-based activity. Within a term, summarized invoice activity prints in chronological order.

Colleague summarizes invoice items by AR category within each term (if a category has been previously assigned to an AR code), and prints a single line for each unique term and AR category combination (for example, student fees for the 1999 Fall term). If no category has been assigned to an AR code, Colleague summarizes the charges by AR code instead. Because individual invoice transactions are not printed, invoice numbers are omitted. Similarly, the term start date is printed instead of individual invoice dates. For non-term-based invoice lines, Colleague prints a dashed line (-----) for the date.

EXPLANATION OF	CHARGES				
Term Date	Invoice #	Code	Description	Charges	Due Date
CURRENT CHARGE	6 (01/15/00 th	rough	05/30/00>		
00/SP 01/15/ 00/SP 01/15/ 00/SP 01/15/	nation Charges 10 10	FEES Tuit	Student Fees Tuition	66.00 3,525.00	
Subtotal Curre	nt Registratio	n Char	ges	3,591.00	
Current Other 00/SP 01/15/ 00/SP 01/15/ 00/SP 01/15/ 00/SP 01/15/ 00/SP 01/15/ 00/SP 01/15/ Subtotal Curre	Charges 30 30 30 30 30 30 30 30 ant Other Charg	BOOK CMPTR DRM FEES PARK STCHG es	Book Store Charges Computer Hook-Up Residence Hall Charges Student Fees Parking Student Charges	$\begin{array}{c} 157.50\\ 78.38\\ 3,000.00\\ 90.00\\ 75.00\\ 1,200.00\\\\ 4,600.88\end{array}$	
TOTAL CURRENT	CHARGES			8,191.88	
Taxes 12/10/ 12/10/ Subtotal Taxes	99 12296 99 12297	VA M1	Virginia Sales Tax Maryland Sales Tax	3.38 7.50 10.88	01/10/00 01/10/00

Figure 3-24: Example of AR Category Registration Statement Charges

If you print your statements using the AR category option, you can use the AR Transaction Type Inquiry (ARTY) screen to view the account holder's AR activity in a similar presentation.

Financial Aid Information Section

The financial aid information section is optional, depending on how you define your registration controls. If included, financial aid information prints at the end of the statement and is also reflected in the account summary section of the statement. Only untransmitted amounts are printed, and no rules are processed in determining the pending financial aid amounts.

Any pending financial aid award information shown on your statements is *not* reflected on the inquiry screens. The amount due on the statement will differ from the adjusted balance on an inquiry screen if you choose to show pending financial aid. You can view pending financial aid amounts from most inquiry screens to reconcile any differences.

FINANCIAL AID INFORMATION Award CodeDescription	Award Period	Act	Remaining Amount
HAM College Scholarships	00/SP	A	1,000.00
Total			1,000.00

Figure 3-25: Registration Statement - Financial Aid Section

Only certain types of financial aid awards print on registration statements. Awards that have been defined as Destination 1, 6, and 7 are included; all other awards are not.

If your institution uses Stafford loans defined as Destination 4 awards, these awards will not show on your registration statements.

Setting Up Financial Aid Parameters

If you want to include pending financial aid on your registration statements, the following setup must be completed in Colleague's Financial Aid module:

- define the pending FA year you want included on your statements on the FA Awarding Parameters (FAAP) screen
- define "pending" award actions on the Award Action Definition (ACT) screen
- verify financial aid award destinations only Destinations 1,6, & 7 are included in pending financial aid shown on registration statements (if Stafford loans are defined as Destination 4, they are not shown on registration statements)

See Using Financial Aid for more information about setting up financial aid.

Understanding the the Registration Statement Billing Period

When you produce registration statements, either with registration or as a separate process, Colleague uses a complex process to determine which charges and payments are selected for a statement, and how each charge and payment is categorized. Part of the process is also determining how many statements to produce for a given student. Using the REGAR.POSTINGS records, Colleague attempts to consolidate as much information as possible onto a single statement, and produces a separate statement for each unique combination of the four components below:

- Student ID
- Group ID (set either to the student ID, or to another person's ID generated by the mail rules processing in the Registration Statement Print [RGST] process)
- Term (from RGAR.TERM)
- AR Type (from RGAR.AR.TYPE)

For example, if you are producing registration statements through the Registration (RGN) process, and are registering a student for courses in the Spring and Summer terms, Colleague generates two statements for the student: a Spring term statement and a Summer term statement.

Determining the Statement Date Range

Before Colleague can select the charges and payments included on a registration statement, it must identify the period of time for which the statement is being printed. This depends, in part, on whether you are producing statements with registration or using the separate Registration Statement Print (RGST) process. It also depends on whether or not your institution uses term-based billing and payments. The process Colleague uses to determine the statement date range is outlined in table 3-15 below.

lf	Then
the registration charges (REGAR.POSTINGS) specify a term	the date range is set to the term start and end dates (TERM.START.DATE and TERM.END.DATE) as defined for the term on the Reporting Years and Terms (RYAT) screen
the registration charges (REG.AR.POSTINGS) do not specify a term, and you're printing statements using the RGST process	the date range is set to the start and end dates entered on the RGST screen (A.START.END and A.END.DATE), which are always null if printing statements with registration or via the web

 Table 3-15: Determining the Date Range for Registration Statements

If	Then
the registration charges (REG.AR.POSTINGS) do not specify a term, and you're not printing statements using the RGST process	the date range is set to the earliest course section start date (RGAR.BILLING.START.DATE) and the latest course section end date (RGAR.BILLING.END.DATE) Note: Billing start and end dates come from the term start and end dates (TERM.START.DATE and TERM.END.DATE) for table-based billing, and the section start and end dates (SEC.START.DATE and SEC.END.DATE) for section-billed courses.
the registration charges (REG.AR.POSTINGS) do not specify a term, and you're not printing statements using the RGST process, and the course sections do not have section start and end dates	the date range is set to the earliest registration invoice date (RGAR.INVOICE.DATE) and the latest registration invoice date (RGAR.INVOICE.DATE)

Table 3-15: Determining the Date Range for Registration Statements

Selecting & Categorizing Invoices Included on the Registration Statement

Once the date range has been determined as per the criteria listed in table 3-15 above, Colleague selects and categorizes the invoices included on the registration statement as explained below.

Selecting Invoices

Colleague selects which invoices are included on the registration statement as outlined in table 3-16 below.

lf	Then
the invoice term is the same as the term defined for the statement	the invoice is included, regardless of the invoice date (which may actually be outside the date range)
the invoice term is not the same as the term defined for the statement, or the invoice does not have a term	the invoice is included if the invoice date falls within the defined date range
the invoice term is not the same as the term defined for the statement, the invoice does not have a term, or the invoice date does not fall within the defined date range	the invoice is included if the invoice due date falls within the defined date range

Table 3-16: Selecting Invoices Included on the Registration Statement

Categorizing Invoices

Once the invoices have been selected as per the criteria listed in table 3-16 above, Colleague categorizes them into 4 basic groups as outlined in table 3-17 below.

Invoice Selected?	Registration Invoice?	Invoice Included In
yes	yes	current registration charges
yes	no	current other charges
no (invoice due date falls <i>before</i> date range	not applicable	balance forward
no (invoice due date falls <i>after</i> date range	not applicable	future charges (not shown on statement)

Table 3-17: Categorizing Invoices on the Registration Statement

Selecting & Categorizing Payments Included on the Registration Statement

Once the date range has been determined as per the criteria listed in table 3-15, Colleague selects and categorizes the payments as outlined below.

Selecting Payments

Colleague selects which payments are included on the registration statement as outlined in table 3-18 below.

lf	Then	
the payment term (ARP.TERM) is the same as the term defined for the statement	the payment is included, regardless of the payment date (which may actually be outside the date range)	
the payment term is not the same as the term defined for the statement, or the payment does not have a term	the payment is included if the payment date (ARP.DATE) falls within the defined date range	

 Table 3-18: Selecting Payments Included on the Registration Statement

Categorizing Payments

Once the payments have been selected as per the criteria listed in table 3-18 above, Colleague categorizes them into 3 basic groups as outlined in table 3-19 below.

Payment Selected?	Payment Date?	Payment Included In
yes	within date range	current payment summary
no	before date range	balance forward
no	after date range	future payments (not shown on statement)

Table 3-19: Categorizing Payments on the Registration Statement

Using the Registration Statement Print (RGST) Process

Use the Registration Statement Print (RGST) screen to print registration statements for one or more students.

12/16/99 08:07	REGISTRATION STATEMENT PRINT	RGST
1 Print only new 2 Sort Sequence 3 Mail Rules for Ad 4 Reg User Group	: N ZIP ddnl Copies: 1: RGST_SUM	
5 * Message Lines 1: 2:		
6 Saved List Name: 7 Start/End Date.:		
8 Terms	1: Spring 2000 2:	
9 Students	: 1: 1079465 Gary Cocker 2:	
10 AR Types	: 1: 2:	
11 Additional Select	tion Criteria: No	

Figure 3-26: Example of the Registration Statement Print (RGST) Screen

This section describes the fields on the RGST screen.

Print Only New. Indicate whether you want to print only those statements that have not been printed before. For example, if your institution prints statements on a regularly scheduled basis (weekly, monthly, etc.), you may want to use this option to avoid printing and mailing duplicate statements.

If you want to print all statements, you must also either define the start and end dates, or enter one or more terms to define the billing period for which you want the statements printed.

Sort Sequence. Enter the order by which Colleague sorts the printed statements. Colleague defaults the sort sequence to Zip Code, but you can sort by ID or name if desired.

Mail Rules. Use this option to specify how to handle any additional copies of the statements.

Reg User Group. Enter the registration user group associated with the registration controls you want to use for printing the registration statements. Registration controls define the format of the statements you print. You must select a registration user group that has at least one registration control defined to print statements (Colleague does not allow you enter a registration user group that has not been defined to print statements). For a registration user group with multiple registration

controls assigned, Colleague uses the first registration control it finds that has been defined to print statements. .

See "Understanding the Registration Statement Format" beginning on page 3-38 for information about statement format. See *Getting Started with the Student System* for information about defining and assigning registration controls.

Message Lines. You can enter one or more message lines to print at the bottom of the registration statement.

Currently, the message line function is only available when you print registration statements using the RGST process. You cannot print message lines on statements that are printed from with the Registration (RGN) process.

Saved List Name. You can enter the name of a pre-defined saved list of REG.AR.POSTINGS records for which you want to print statements. If entered, Colleague uses the saved list as the basis for selecting records. You can also use the other selection criteria on the RGST screen to further narrow the selection of records for which to print statements.

Start/End Date. If you are printing all statements (Print Only New is set to "No"), you need to either define the statement billing period by entering both a start and end date used to select the invoices and payments included on the statement, or you can enter a term in the Terms field instead.

If a date range is entered, Colleague uses the date the registration billing record was *added* (REG.AR.POSTINGS.ADDDATE), *not* the actual invoice date, to determine whether it's selected.

If you are only printing new statements (Print Only New is set to "Yes"), you do not not need to define the statement billing period.

The start and end date fields have been designed primarily for use by institutions that do not use term-based billing. If your institution uses term-based billing, Datatel recommends that you enter Terms instead of start and end dates. If you are a term-based institution and tend to use a large number of non-term-specific charges and payments, and you enter a broad date range, you may not get the desired results on your registration statements.

Terms. If you are printing all statements (Print Only New is set to "No"), you need to either enter a term in the Terms field to select the invoices and payments included on the statement, or you can define the statement billing period by entering both a start and end date instead.

If one or more terms are entered, Colleague uses the the invoice term (RGAR.TERM) to determine whether it's selected .

If you are only printing new statements (Print Only New is set to "Yes"), you do not not need to define the statement billing period.

Students. You can limit the students for which registration statements are printed by entering one or more students. Colleague only prints statements for the students you identify that also meet any other selection criteria you enter on the RGST screen.

AR Types. You can limit the types of receivables for which registration statements are printed by entering one or more AR types. Colleague only prints statements for only the AR types you specify that also meet any other selection criteria you enter on the RGST screen.

Procedures for Printing Registration Statements

This section contains procedures for:

- printing registration statements with the Registration (RGN) process
- printing registration statements as a separate process

Procedure for Printing Registration Statements with Registration

Complete the following steps to print registration statements with the registration process:

Step	Action	Hints
1	Thorougly understand how registration statements are produced, how statement format is defined using registration controls, and how invoices and payments are selected and categorized on registration statements.	Read this entire chapter.
2	Review the steps that need to be completed prior to printing registration statements.	See "Before You Begin" beginning on page 3-32.
3	Define your registration controls with the desired statement print parameters, and assign them to your registration users.	See Getting Started with the Student System.
4	Define your printer to use the settings listed in table 3-14 on page 3-38.	See your System Administrator for help.
5	Register students for classes. Note: It is not necessary to actually post the registration charges to a student's account in order to produce a registration statement with the registration process.	Using Registration and "Understanding Registration Billing" on page 2-8. See "Generating Student Receivables" beginning on page 2-61 for information about when Colleague posts charges to accounts.

Table 3-20: Steps for Printing Registration Statements with Registration

Procedure for Printing Registration Statements as a Separate Process

Step	Action	Hints
1	Thorougly understand how registration statements are produced, how statement format is defined using registration controls, and how invoices and payments are selected and categorized on registration statements.	Read this entire chapter.
2	Review the steps that need to be completed prior to printing registration statements.	See "Before You Begin" beginning on page 3-32.
3	Define your registration controls with the desired statement print parameters, and assign them to your registration users.	See Getting Started with the Student System.
4	Define your printer to use the settings listed in table 3-14 on page 3-38.	See your System Administrator for help.
5	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 RGST process.	Using Registration and "Understanding Registration Billing" on page 2-8. See "Generating Student Receivables" beginning on page 2-61 for information about when Colleague posts charges to accounts.
6	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.
7	Access the Registration Statement Print (RGST) screen.	
8	 Define the print parameters listed below: Print Only New (if you enter N, you must also enter either Start/End Dates or Terms to define the statement date range) 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) 	See <i>Getting Started with the</i> <i>Student System</i> for information about defining statement print parameters for registration controls and registration users.
9	Enter any message you want printed at the bottom of your registration statements.	This option is currently available only when producing statements using the RGST process.

Complete the following steps to print one or more registration statements:

 Table 3-21: Steps for Printing Registration Statements as a Separate Process

Step	Action	Hints
10	 Enter any additional selection criteria used to limit the statements printed as follows; 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 	Enter a saved list of students, use the selection criteria on the RGST screen, or a combination of both.
	• AR Types	
11	Finish from the RGST screen to print the registration statements.	

Table 3-21: Steps for Printing Registration Statements as a Separate Process

Using Accounts Receivable & Cash Receipts

Payments

Overview of Payments

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes the general concepts of processing payments through Colleague's Cash Receipts module. These concepts apply regardless of the type of payment that you are processing. Table 4-1 lists the specific sections in this chapter. Table 4-2 provides a reference to other chapters in the "Payments" part with information about specific payment types.

Section	Description
"Understanding Payments" on page 4-2	provides a basis for understanding the different types of payments you can process through the Cash Receipts module.
"Understanding Transactions, Sessions, and Batches" on page 4-4	explains the three main components of any payment: a transaction, a session, and a batch. You use these components when processing various cash receipts in different processing modes.
"Understanding How to Process Different Payment Types" on page 4-18	explains how Colleague lets you handle transactions containing different types of payment methods.

Table 4-1: Information In the "Overview of Payments" Chapter

For Information About	See
recording payments associated with a specific accounts receivable account (referred to as a standard payment)	"Recording Standard Payments" beginning on page 4-23
recording payments not associated with a specific accounts receivable account (referred to as a non-AR payment	"Recording Other Payments" beginning on page 4-49
recording application fees	"Recording Admissions Application Fees" beginning on page 4-39
processing financial aid payments	"Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57

Table 4-2: Locating Information about Recording Various Payment Types

For Information About	See
recording sponsor payments	"Recording Payments from Sponsors" beginning on page 8-111
modifying posted and unposted payments	"Modifying Payments" beginning on page 4-65
managing cash receipt sessions and batches	"Managing Cash Receipt Sessions and Batches" beginning on page 4-75
allocating payments to outstanding invoices	"Allocating Payments Automatically" beginning on page 4-95 and "Allocating Payments Manually" beginning on page 4-123

Table 4-2: Locating Information about Recording Various Payment Types (Continued)

Understanding Payments

Colleague considers any receipt of money a payment. This chapter briefly describes each type of payment Colleague processes and provides a cross-reference to the appropriate chapters within this manual for the procedures for processing each type.

Standard Payments

A standard payment is money received by an institution in payment against all or part of an outstanding accounts receivable balance. Examples of a standard payment are

- payments made against a student's receivable account for charges related to registration, housing, meal plans, bookstore charges, or other charges posted to the student's account
- payment plan payments
- payments received from a sponsor (see "Sponsor Payment" on page 4-4)

You receive standard payments from a student or another individual (such as a parent or sponsor). The payment can be in multiple forms, including, but not limited to cash, checks, credit card payment, and any combination of payment methods.

Refer to "Recording Standard Payments" beginning on page 4-23 for information about how to record a standard payment.

Non-Accounts Receivable Payment

A non-AR payment is a payment you receive for goods or services that have not been posted to an individual's accounts receivable account. Examples of a non-AR payment include payment of a

parking or library fine¹; dues and other money from campus organizations; and donations made to the institution.

These payments are received from an individual, but are *not* payments received in the form of financial aid or from a sponsor. The payment can be in multiple forms, including, but not limited to cash, checks, credit card payment, and in any combination of payment methods.

Refer to "Procedure for Recording a Non-AR Receipt" beginning on page 4-53 for information about how to record a non-AR payment.

Direct Accounts Receivable Transfers

A direct accounts receivable transfer is applied to an individual's account balance as a payment but not recorded as a payment. Examples of direct accounts receivable transfers include:

- payroll deductions
- financial aid payments
- account transfers
- refunds
- deposit allocations
- sponsor payments (see below)

Colleague applies these payments after you initiate a specific process that then creates a payment against the individual's account balance.

Of these direct payments, payroll deductions are the most straight forward. If an employee has a receivable with your institution and chooses to pay that receivable through payroll deductions, then the payroll office sets up these deductions. Each time payroll is run (through Colleague's Payroll module), the appropriate amount is deducted from the employee's pay check and a payment is posted to the employee's receivable account. These payments do not require intervention by the business office (meaning no additional entry is needed to record such payments).

See "Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57 for information about financial aid payments and "Recording Payments from Sponsors" beginning on page 8-111 for information about sponsor payments. See "Allocating Deposits" beginning on page 5-17 for more information about deposit allocations.

^{1.} You may choose to record either of these items as a charge against the individual's accounts receivable account when the charge is incurred. If you process fines and fees in this manner, then the payment of these items is handled as a standard payment.

Sponsor Payment

A sponsor payment is a standard payment applied directly to a sponsor's account. In the case of a sponsored student, the "payment" of the student's charges represent a type of account transfer. For example, when an organization sponsors one or more students (a student sponsorship), Colleague posts a payment against each student's account for the eligible charges incurred by those students and posts a charge to the sponsor's account for the same amount.

Refer to "Recording Payments from Sponsors" beginning on page 8-111 for information about recording payments from a sponsor. Refer to the chapters in the "Sponsor Billing" part of this manual, beginning on page 8-1, for information about defining and maintaining sponsored accounts.

Understanding Transactions, Sessions, and Batches

Colleague uses transactions, sessions, and batches to group together the items you process each day. This section describes each of these items. "Transactions, Sessions, and Batches: How They Work Together" on page 4-15 explains how to use each of these items together to best suit your processing needs.

Transactions

A transaction is each individual receipt you record. Each transaction can have only one payer, but may represent payment against a single account, multiple accounts, or a combination of payments and deposits. Examples of transactions include an individual paying an admissions deposit, a parent paying the tuition and fees for two children, or an individual paying registration charges, room and board charges, and making a housing deposit for the next term.

Each transaction can have multiple payment types to cover the total payment. For example, an individual can pay registration charges, room and board charges, and room deposit using a check and cash or any combination of the payment types that you accept.

Components of a Transaction

Use the Cash Receipt Entry (CREN) screen to record standard payments, non-AR payments, and deposits (figure 4-1)². You must associate each payment with a session and can optionally associate the payment with a batch. When you first access the CREN screen Colleague automatically

^{2.} Use the Application Fees Entry (CRAF) screen to record the receipt of application fees, the Batch Cash Receipt Entry (BCRE) screen to record payments in a quick entry mode, and Sponsor Payment Entry (SPEN) to record payments received from sponsors. Each of these screens is described with the discussion of the corresponding payment type. Refer to table 4-2 for reference to these areas.

associates the transaction with the current open session. If you do not have an open session you can either reopen a closed session or add a new session. Refer to "Sessions" on page 4-8 and the procedures beginning on page 4-28 for complete details on how to add new sessions and reopen existing sessions.



Figure 4-1: Example of a Transaction

The key fields on the Cash Receipt Entry (CREN) screen are described below. Refer to online help for information about the other fields.

AR Account Holder Group. When you record receipt of money that is to be allocated as a payment against an accounts receivable account, use the fields in the AR Account Holder group. In the AR Account Holder field, enter the name or ID of the person whose account should be credited by the payment being made. For example, when you are recording a payment against a student receivable, enter the name of the student.

From the AR Account Holder field you can access the Person Restrictions (PERC) screen to view any restrictions placed on the account holder. If you have any question about why these restrictions were applied, access the Rules Evaluation Results (RLES) screen. See *Using Academic Records* for information about the Person Restrictions (PERC) screen.

AR Type. Enter the AR type that describes the receivable account against which the payment is being made. If you defined a default AR type for the session or batch, Colleague displays that AR type. You can enter a different AR type if necessary for this receipt. When you use the LookUp function at this field, the resolution screen displays the AR account holder's current balance in each of the AR types that you have defined.

You can access the AR Account Inquiry (ARAI) screen from this field to view the details of the account holder's balance for the selected AR type.

Amount. Colleague displays the outstanding balance for this account holder for the selected AR type and term, if selected. Colleague changes this amount if you enter a different AR type or a different term. If the balance that is displayed is not the amount that the account holder is paying, then you can override the amount or access the AR Payment Allocation (ARPA) screen to select the specific invoices that the payment should be allocated towards. See "Understanding Manual Payment Allocation" on page 4-125 for more information about payment allocation.

On the AR Payment Allocation screen you can also allocate payments to a payment plan and access the Payment Plan Payment Detail (PPPD) screen to override a late charge for a late payment.

Non-AR Receipt Group. Use the fields in the Non-AR Receipt group to record the receipt of a payment that you do not want to allocate as payment to a specific accounts receivable account or record as a deposit. For example, if you do not record library fines as account receivable charges, use the fields in this group to record the receipt of a payment for these fines. Because a non-AR receipt is not associated with a specific account holder, when you record these receipts, you will enter the appropriate receipt code and the amount only. If you want, you can enter the location where the payment was received. You can also identify a payer by entering the individual's ID or name in the Payer ID/Name field on this screen.

Refer to "Procedure for Recording a Non-AR Receipt" beginning on page 4-53 for complete information about recording a non-AR receipt.

AR Deposit Account Holder. When you enter a deposit, use the fields in the AR Deposit Account Holder field. In the AR Deposit Account Holder field, enter the name or ID of the person whose account will be credited for the deposit. For example, when you are recording a deposit made by a student—such as a housing deposit—enter the name of the student.

From the AR Deposit Account Holder field you can access the Person Restrictions (PERC) screen to view any restrictions placed on the account holder. If you have any question about these restrictions you can access the Rules Evaluation Results (RLES) screen. See *Using Academic Records* for information about the Person Restrictions (PERC) screen.

Deposit Type. If you defined a default deposit type for the session or batch, that deposit type displays. You can enter a different deposit type if necessary for this receipt.

You can access the Deposit Type Detail (DTDE) screen from this field to view the details of the account holder's balance for the selected deposit type.

Term. You can specify the term to which the deposit applies. For example, the student can make a housing deposit for a future term. If you specify a term, the deposit amount can then only be allocated to charges incurred for the specified term.

Cone transaction can contain one or more AR account payments, one or more non-AR payments, or one or more deposits. In addition, the account holders for each AR payment or deposit may be different.

Distribution. Enter the distribution code that identifies the debit side of this transaction. If you defined a default distribution code for this session or batch, that code is displayed; however, you can select a different distribution code if necessary. See *Getting Started with the Student System* for information about distribution codes.

Pay Method Group. Payment methods identify the form of payment received, for example, checks, or credit cards. Use the fields in the Pay Method group to record the forms of payment received for this transaction. Each transaction can contain multiple forms of payment.

The pay method code in the Pay Method group determines the appropriate general ledger number from the receipt tender general ledger distributions. If you need to modify this distribution, you can access the Tender GL Allocation (TGLA) screen from this field (figure 4-2).

09/04/97 12:03 TENDER GL ALLOCATION TGLA Cashier: Ms. Donna Stubin Date: 09/03/97 Amount Applied: 10.00 Rcpt Tender Code: \$\$\$ AR Paymnt/Thank You				
1 Pay Method Control Number Exp Dt Confirmation Number And GL Number GL Description 1: CK Check 10 10-0000-11010-01 FNB Checking/General : Main Campus 2: _ 3:	unt .00			
4: 5:				
2 Cash GL Number: 3 Cash Amount:				

Figure 4-2: Example of a GL Credit Distribution Modified for a Non-AR Cash Receipt

Use the Tender GL Allocation screen to change the general ledger distribution of the debit side of a transaction by modifying the general ledger numbers used to post each payment method and cash.

See *Getting Started with the Student System* for information about defining these codes for your institution. See "Understanding How to Process Different Payment Types" on page 4-18 for more information about the fields in the Pay Method group.

Payer. Enter the name or ID of the person who is making the payment. When you enter the first AR account holder or deposit holder, Colleague defaults their name and ID in this field. However, if someone other than the account holder is making the payment, enter their name or ID in this field.

If the payer is not recorded in Colleague (if they do not have a Colleague ID), you can enter just their name, without a Colleague ID. Simply bypass the Payer LookUp prompt and enter the appropriate name in the Name field.

From this field you can access the Person Restrictions (PERC) screen to view any restrictions placed on the payer. See *Using Academic Records* for information about the Person Restrictions (PERC) screen.

If you entered the name of an individual without a Colleague ID as the payer, you can not access the Person Restrictions (PERC) screen for that individual, nor can you record information about any returned items (checks or credit cards) from that individual. When you record returned items, Colleague warns you against accepting those items in the future. See *Getting Started with the Student System* for information about defining parameters for controlling the acceptance of items returned for nonsufficient funds.

Sessions

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.

Components of a Session

When you start a session, you define defaults that Colleague uses with each transaction you enter in that session. You can also define certain controls that help you reconcile that session. Use the Restricted Cash Receipt Session Control (RCSC) screen to define these defaults and controls.³

08/14/97 12:37 RE Cashier: Ms. Donna Stubin	STRICTED CR SE	SSION CONTROL	Session	RCSC 1: 317
1 * Status: <u>0</u> Open 2 Receipt Date: 08/14/97	Start: 08/1 3 Loc: MC	4/97 12:29PM Main Campus	End: ; No Rcpts: '	I
4 Starting Cash: 5 Actual End Balance: 6 Corrections Adjusted Balance:	1,000.00	Starting Cas Amount Recei Cash Returne Control End	:h: .ved: :d: Balance:	1,000.00 4,200.00 50.00 5,150.00
7 AR Type 01 8 Deposit Type: ROOM 9 Distribution: \$\$\$ 10 Non-AR Rcpt Code:	Student Recei Room DEPOSITS AR Paymnt/Tha	vable nk You	11 Term 12 Prt Rcpt. 13 * Prt Ctr 14 * Cmnts	.: 97/FA .: Yes '1: .:
15 Payment Method 1: CASH 16 * Batch No Rcpts 1: 136 1	Total: Items 2	No. Items 1 2 Amount 4,150.00	Amount 200.00 4,200.00 Status Open	1

Figure 4-3: Example of the Defaults and Controls for a Payment Session

^{3.} You can also use the Cash Receipt Session Control (CRSC) screen to open a new session. However, because Colleague automatically displays the Restricted Cash Receipt Session Control (RCSC) screen when you create a new session from the Cash Receipt Entry (CREN) screen, this chapter focuses on the RCSC screen. The main difference between the two session control screens is in the use of the Status field: you cannot reconcile a session using the RCSC screen.

Session Defaults. Table 4-3 describes each of the session defaults you can define when you start a new session. The "Can Change for a Transaction" column indicates whether you can change a specific default for an individual transaction processed with that session.

Field	Description	Required/ Optional	Can Change for a Transaction?
Receipt Date	Identifies the date that each transaction was received. When you begin a new session, today's date defaults into the Receipt Date field, but you can change this date for the session.	Required	No
Location ^a	Identifies the location where the transactions in this session were received. If location is defined as part of your cashier's record, Colleague defaults that location to this field when you start a new session. You can enter a different location for a session.	Optional	No
AR Type ^a	Identifies the default AR type code that Colleague uses for all transactions recorded in this session. If you have an AR type defined in your cashier's record, that code defaults in this field when you start a new session. You can accept that default or enter a different AR type for this session.	Optional	Yes
Deposit Type ^a	Identifies the default deposit type that Colleague uses for all transactions recorded in this session. If you have a deposit type defined in your cashier's record, that code defaults in this field when you start a new session. You can accept that default or enter a different deposit type for this session.	Optional	Yes
Distribution ^a	Identifies the default general ledger accounts to which Colleague posts the debit side of each transaction entered in this session.	Optional	Yes
Non-AR Rcpt Code	Identifies the default receipt code that Colleague associates with all non-AR receipts processed in this session.	Optional	Yes
Prt Rcpt	Identifies the default setting that indicates whether you want Colleague to immediately print a receipt for all transactions recorded for this session.	Required; default is "No"	Yes

Table 4-3: Session Defaults

a. Defaults from the Cashier Setup (CSHS) screen.

Session Controls. Colleague keeps a running total of the amount received in a session and the amount returned as cash and computes an ending balance for the session. Colleague computes the ending balance as follows:

Starting Cash + Amount Received – Cash Returned

When you use the session controls to reconcile a session, you record a starting balance, which may be zero, then, when you close the session, you can record any corrections to the batch to compute an adjusted balance. The adjusted balance represents what you believe is the session total. The ending balance is what Colleague has computed as the session total. For a session to be reconciled, these two balances must be equal. See "Reconciling a Session or Batch" beginning on page 4-83 for more information about reconciling a session.

Session Statuses. Each session has a status that indicates whether it is opened, closed, void, or reconciled. See "Session Statuses" on page 4-77 for complete details on session statuses.

Batches

Batches are an optional method of grouping transactions. You can use batches to group together similar transactions or to manage a large group of transactions. For example, if you are processing a group of deposits from the admissions office and a group of transactions from the library, you could use two different batches: one for the admissions deposits and another for the library transactions. This method lets you define certain items that may be common to all the transactions in the batch—such as AR type, payment method, and amount—thus reducing the amount of data entry needed to record each individual transaction. You can also use batch controls for reconciling the batch after you have entered all the transactions (see "Components of a Batch" below).

Another use of batches is for grouping a day's transactions into a more manageable size for reconciliation at the end of the day. For example, on any given day you might open one session, but divide that session into the transactions you processed before lunch and the transactions you processed after lunch. If you are processing thousands of transactions in a day this method may make it easier to reconcile the day's transactions.

Components of a Batch

When you start a batch there are certain controls and defaults that, like a session, you can define for that batch. In addition, there are items that default from the session that you cannot change at the batch or the transaction level. Each of these controls and defaults are explained below.

Use the Restricted Cash Receipt Batch Control (RCBC) screen to define these defaults and controls.⁴

08/14/97 16:00 RESTRICTED CR BAT	ICH CONTROL RCBC
Cashier: Ms. Donna Stubin	Date.: 08/14/97
Session: 317	Batch: 136
1 * Status <u>0</u> Open	No. Receipts: 1
2 Number of Items:	Actual No. Items: 2
3 * Batch Total:	Actual Total: 4,150.00
4 Location MC Main Campu 5 Update AR Immediately: Yes 6 * Comments 1: Batch Def	us
7 AR Type	aults — able 16 Amount: 17 Prt Rcpt.: Yes r '97 k You

Figure 4-4: Example of the Defaults and Controls for a Payment Batch

Batch Defaults from a Session. Table 4-4 lists the default fields that are initially defined as session defaults, and indicates whether you can change these defaults for the transactions entered in the batch.

You can change any of the defaults from the session when you are defining a new batch for that session.

Field	Description	Can Change for a Transaction?
Receipt Date	Identifies the date that each transaction in this batch was received.	No
Location	Identifies the location where the transactions in this batch were received.	No

Table 4-4: Batch Defaults Coming	From the Session
----------------------------------	------------------

^{4.} You can also use the Cash Receipt Batch Control (CRBC) screen to open a new batch. However, because Colleague automatically displays the Restricted Cash Receipt Batch Control (RCBC) screen when you create a new batch from the Cash Receipt Entry (CREN) screen, this chapter focuses on the RCBC screen. The main difference between to the two batch control screens is in the use of the Status field: you have more options for the batch status when using the CRBC screen to manage a batch.

Field	Description	Can Change for a Transaction?
AR Type	Identifies the default AR type code that Colleague uses for all transactions recorded in this batch.	Yes
Deposit Type	Identifies the default deposit type that Colleague uses for all transactions recorded in this batch.	Yes
Term	Defines the academic term to which all transactions in this batch are associated.	Yes
Distribution	Identifies the general ledger account to which Colleague posts the debit side of each transaction in this batch.	Yes
Payment Method	Identifies the default type of payment that Colleague uses for all transactions recorded in this batch.	Yes
Print Receipt	Identifies whether or not you want Colleague to automatically print a receipt for each transaction recorded.	Yes

Table 4-4: Batch Defaults Coming From the Session (Continued)

Batch Controls. When you process transactions, Colleague counts each non-cash payment as an item. Checks and credit card payments are examples of non-cash payments. Cash, however, is not counted as an item. For example, if you process one transaction and that transaction consisted of cash and a check, Colleague counts that transaction as having one item.

When you start a batch, you have the option of identifying the number of items that you are going to process in that batch. For example, you might use the items control when you are processing a batch of checks, such as admissions deposits, that came through the mail. Since you know the number of checks you are processing before you record these deposits, the number of checks is the number of items you record as your batch control. After you have recorded the checks, the number of items you identified as the control number must equal the number of items Colleague counted before you can reconcile the batch. See "Reconciling a Session or Batch" beginning on page 4-83 for more information about reconciling a batch.

You can also enter the total dollar amount as a batch control before you begin processing the transactions in that batch. As with the items control, you would use this option when you know ahead of time the total amount of the batch. Colleague also computes the total amount processed and, after you have completed the batch, Colleague's computed total and the total you entered must equal for the batch to be reconciled.

If you are using a batch to group together a smaller chunk of your total transactions processed during the day while working at the cashier's window, do not use the items control since you do not know ahead of time the number of items in each batch.

Even if you do not use the items or batch total controls, Colleague totals both the number of items processed and the total dollar amount processed in any given batch. You can then use these totals to compare against an independently computed total—such as from a calculator—prior to reconciling the batch.

Posting Transactions in a Batch. If the Update AR Immediately parameter for the Cash Receipts module is set to "Yes," Colleague posts all transactions that you record through the Cash Receipts module to accounts receivable immediately. However, for a batch, you can indicate that you do not want to post the transactions in that batch immediately by entering "No" in the Update AR Immediately flag on the Restricted Cash Receipt Batch Control (RCBC) screen (figure 4-6). For example, you might want to wait before posting the transactions if you want to confirm all the data entered before posting the transactions.

Batch Statuses. Each batch has a status that indicates whether it is opened, closed, void, or reconciled. See "Batch Status" on page 4-80 for complete details on batch statuses.

If you set the Update AR Immediately parameter for the module to "N," you cannot change the Update AR Immediately parameter for a batch to "Y."

Transactions, Sessions, and Batches: How They Work Together

Transactions, sessions, and batches are associated to each other as follows:

- Each transaction that you enter through the Cash Receipts module must be associated with a session
- If you use batches, each batch must be associated with a session
- Each transaction may be associated with a batch
- A session may have one or more transactions, one or more batches, or a combination of batches and transactions

Figure 4-5 illustrates the relationship between transactions, sessions, and batches.



Figure 4-5: The Relationship Between Sessions Batches, and Transactions

Figure 4-6 illustrates the relationship between the session and batch control screens and the transaction entry screen.



Figure 4-6: The Relationship Between the Payment Screens

When you are working with sessions and batches, it is important to remember that:

- one session can have multiple batches
- you can only have one open session at any given time and that session can only have one open batch
- once you reconcile or void a session or batch you cannot reopen it
- after you have reopened a closed session or batch you can use the Cash Receipt Entry (CREN) screen, the Sponsor Payment Entry (SPEN) screen, or the Applications Fees Entry (CRAF) screen to add receipts to that session or batch⁵
- you can close a batch without the batch total matching the actual total
- the batch total must match the actual total before you can reconcile the batch
- if a session contains batches, each batch must be reconciled before you can reconcile the session
- you can close a session or batch without the actual balance and control balance matching
- the adjusted balance and control balance must match before you can reconcile a session or batch

^{5.} See "Components of a Transaction" beginning on page 4-4 for information about the Cash Receipt Entry (CREN) screen. See "Components of a Sponsor Payment" beginning on page 8-112 for information about the Sponsor Payment Entry (SPEN) screen.

Understanding How to Process Different Payment Types

Colleague lets you record payments that are made using multiple payment methods in a single transaction. Payment methods include cash and any other noncash methods that your institution accepts, such as checks, travelers checks, and credit cards. You define each of the noncash payment methods that you accept as a pay method code (see *Getting Started with the Student System*).

To record any payment, you must identify the type of payment received by selecting the appropriate payment methods in the Pay Method group. The following are some common examples of how you might receive a payment and how you would record each.

If a Payment Is Made	You Would
with cash	Enter the amount received in the Cash field.
with a check	enter the Pay Method code for check in the Pay Method field and the amount received in the Amount field.
	If you record any control numbers for a check (such as the check number), you would record that as well.
using a combination of check and credit card	enter the Pay Method code for the check in the Pay Method field and the amount of the check in the Amount field.
	You would then enter the Pay Method code for the credit card in the next Pay Method field and the amount of the charge in the Amount field.
using a combination of a check (or credit card) and cash	enter the Pay Method code for the check (or credit card) in the Pay Method field and the amount of the check (or charge) in the Amount field.
	You would then enter the amount received in cash in the Cash field.
using a combination of check, credit card, and cash	enter the Pay Method code for the check in the Pay Method field and the amount of the check in the Amount field.
	You would then enter the Pay Method code for the credit card in the next Pay Method field and the amount of the charge in the Amount field.
	Finally, you would enter the amount received in cash in the Cash field.

Table 4-5: Processing Different Combinations of Payment Methods

Understanding Check and Credit Card Limits

Each cashier may be given limits to the amount that they can receive in a single check or a single credit card payment. When these limits are placed on a cashier and they try to record either a check or a credit card payment beyond that limit, Colleague indicates an error and does not let the cashier proceed with the transaction.

The limits for check and credit card processing only apply to a single occurrence of an item in a single transaction. For example, if a cashier has a \$5,000 check limit, she cannot process one check in a transaction for more than \$5,000. However, in one transaction she can accept two separate checks that together total more than \$5,000.

Understanding Overpayments

When you receive a payment that is more than the amounts allocated as AR payments, non-AR payments, or deposits, Colleague notifies you of the difference between what was allocated and what was received in the Change Returned field. Colleague issues a warning that you need to return cash when you complete the transaction. Colleague assumes that you returned the amount of the overpayment at the time the transaction is recorded and records the total amount of cash returned on the session control screen (figure 4-7).

Colleague does not post to the general ledger any cash that you return.



Figure 4-7: Example of How Colleague Records an Overpayment

Understanding How Colleague Processes Payment Method Rules

You can choose to associate each payment method with one or more rules that determine whether you can accept a specific type of payment from an individual. For example, you may have a rule associated with your check payment method code that reviews an individual's history for returned checks. If the limit of returned checks is exceeded, then you cannot accept a check from that individual.

Colleague evaluates these rules each time you record a payment method associated with one or more rules. If the Payer does not pass the rules associated with the payment method entered, Colleague does not let you process that payment using that payment method. You must either select a different payment method, change the payer, or cancel the transaction.

Colleague evaluates the payment method rules only if you entered the payer using a Colleague ID. If you bypass the Payer ID field and enter a name, Colleague cannot evaluate these rules.

For example, Jeremy Mathews had three checks returned to Datatel University—the school's limit. Therefore, the business office no longer accepts checks from Jeremy. When he paid his spring tuition, the cashier

- Accessed the Cash Receipt Entry (CREN) screen.
- Identified Jeremy as the account holder (Colleague automatically places Jeremy's name in the Payer field on the CREN screen).
- Selected the appropriate AR type and invoices for payment.
- Went to the Pay Method field and entered DU's code for checks. Colleague did not accept the payment because Jeremy failed the rule associated with this payment method. The cashier then realizes that the check was from Jeremy's father.
- Went to the Payer field and entered Jeremy's father's ID.
- Returned to the Pay Method field and reentered the check.
- Saved the transaction.

See Getting Started with the Student System for more information about pay method rules.
Recording Standard Payments

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter provides information about, and the procedure for, recording a standard cash receipt payment, such as a payment for tuition, room charges, or meal charges. Table 4-6 lists the chapters in this manual where the procedures for recording other types of payments are provided.

For Information About	See
cash receipts in general, including Colleague's transactions, sessions, and batches	"Overview of Payments" beginning on page 4-1
recording payments that are not associated with a specific accounts receivable account (referred to as a non-AR payments)	"Recording Other Payments" beginning on page 4-49
recording application fees	"Recording Admissions Application Fees" beginning on page 4-39
processing financial aid payments	"Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57
recording sponsor payments	"Recording Payments from Sponsors" beginning on page 8-111

 Table 4-6: Locating Information about Recording Other Payment Types

Before You Begin

Before you can process an accounts receivable payment you should read "Overview of Payments" beginning on page 4-1. In addition, the following items must be defined:

Item	Reference
a cashier's record for each staff member who will process payments	Getting Started with the Student System
the Cash Receipt module parameters (which indicates when payments are posted to Accounts Receivable)	Getting Started with the Student System
Locations, if you associate payments to a particular campus location	documentation for the Core application
AR types	Getting Started with the Student System
Deposit types	Getting Started with the Student System
Payment methods	Getting Started with the Student System
AR codes for processing fees	Getting Started with the Student System
Academic terms, if applicable	Using Academic Records
General ledger distribution codes	Getting Started with the Student System

 Table 4-7: Information Needed Before You Can Record Accounts Receivable Receipts

Understanding Payment Entry Methods

There are two ways that you can enter a payment in Colleague: the standard entry method or the quick entry method. This section describes each method.

Understanding the Standard Entry Method

Use the standard entry method when you are processing different types of transactions, such as at a cashiers window or when you are processing similar transactions, such as library fines, where each transaction may have a number of similar attributes (such as AR type and receipt date), but also have differences that necessitates more data entry than the quick entry method.

When you process transactions using the standard entry method you

- use the Cash Receipt Entry (CREN) screen to record each transaction
- must associate all transactions with a session, in which you define a set of defaults for each transaction (some of which you can override at the transaction level)
- can associate transactions within a session with a batch, in which you define a set of defaults for each transaction (some of which you can override at the transaction level)
- can only have one open session—with one open batch—at any time
- can choose to use session or batch controls that help to reconcile the session or batch after it is closed

The information provided in "Components of a Transaction" on page 4-4, "Components of a Session" on page 4-9, and "Components of a Batch" on page 4-11 describes the options for creating sessions and batches and for recording transactions in the standard entry method. Refer to the procedures beginning on page 4-28 for the steps for entering transactions using the standard entry method.

Understanding the Quick Entry Method

Use the quick entry method to process a batch of transactions that are similar. The quick entry method lets you define defaults such as AR type, location, date, and general ledger distribution that will not change for each transaction in the batch. This is a "heads down" data entry method that lets you enter multiple transactions with a minimum number of keystrokes. For example, you might use this entry method to record a group of admissions deposits checks received the previous day. In this scenario items such as the receipt date, deposit type, term, distribution, payment method, and amount would all be the same for each transaction. The differences would be the account holder (the person to whom the deposit applies) and specifics about each check (such as any control numbers you record). By using the quick entry method you would define all the items that do not change with each transaction in the batch. Then, for each transaction you process you will enter, at a minimum, the account holder's ID.

Components of a Cash Receipt Processed in Quick Entry Mode

Use the Batch Cash Receipt Entry (BCRE) screen to initiate a cash receipt quick entry session. If you do not have an open session, Colleague will require that you open one (using the Restricted Cash Receipt Session Control [RCSC] screen, which is automatically displayed). Colleague will then require you to define the batch controls and defaults (using the Restricted Cash Receipt Batch Control [RCBC] screen).

After you define the session and batch defaults, you can begin entering the individual transactions in this batch.

Figure 4-8 illustrates an example of the Batch Cash Receipt Entry screen, showing its relationship to the Restricted Cash Receipt Batch Control screen.

09/04/97 13:19 Cashier: Ms. Donna S Session: 321	RESTRICTED CR BAT Stubin	CH CONTROL	Date.: 09/0 Batch: 137	RCBC 4/97		
1 * Status 2 Number of Items. 3 * Batch Total	: <u>0</u> Open : 25 : 2,500.00	No. Receipts Actual No. Ite Actual Total	: MS: 0 : 0.	80		
4 Location 5 Update AR Immedia 6 * Comments	: MAIN Main Campu ately: Yes : 1: Batch Defa	ults —				
 7 HK Type	91 Student Kecelva ROOM Room DEPOSITS 97/FA Fall Semester GNRLA General Receipt CK Check	10 AMOU 17 Prt	חנו: של Rcpt.: No	9.99 		
15 Rcpt Printer	09/04/97 13:21 Cashier: Ms. Donna St Date: 09/04/97 Batch: 137	BATCH CASH ubin	RECEIPT ENTRY Session. Location Batch To	: 321 : MAIN Ma: tal:	BCRE in Campus	
+	AR Type: 01 Deposit Type: Fee AR Code.: Term: 97/FA	Student R Fall Semeste	Distribution: Payment Meth: Print Rcpt: Amount:	GNRLA General CK Check No 100.00	Receipts	┚╉╾┛
	1 * Account Holder 2 Control Number 3 Expiration Date 4 Confirmation Number 5 * Payer 6 Amount	: : : : : 100.00	Tax:			
	7 * Connents 1: 2: 3:					

Figure 4-8: Example of a Cash Receipt Using the Quick Entry Option

When you enter receipts in quick entry mode, you define the following defaults on the Restricted Cash Receipt Batch Control (RCBC) screen:

- Receipt date
- Location
- AR type
- Deposit type
- Fee AR type
- Term
- Amount
- Distribution
- Payment method
- Print receipt
- Non-AR distribution

If you do not specify a payment method default, Colleague processes any payment made as cash.

In quick entry mode you can only process one type of transaction per batch: either a specific type of receivable (as identified by the AR type), deposits, or fees. You must identify at least one of these as a default on the Restricted Cash Receipt Batch Control screen. If you identify more than one, Colleague determines the type of transaction processed in the batch based on the following order of precedence:

- 1. AR type
- 2. Deposit type
- 3. Fee AR code

For example, if you identify all three transaction types, Colleague will use the AR type you defined and expect that the transactions you are entering are for that receivable. If you enter an AR type and a deposit type, Colleague uses the AR type. If you enter a deposit type and a fee AR code, Colleague uses the deposit type. If you enter an AR type and a fee AR code, Colleague uses the AR type.

Procedures for Recording Accounts Receivable Payments

This section provides the procedures for completing the following:

- entering cash receipts: standard mode
- entering cash receipts: quick entry mode
- adding receipts to an existing session
- adding a batch to an existing session

Procedure for Entering Receipts In Standard Mode

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	Action	Hints
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" on page 4-35 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.
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.	See "Components of a Session" on page 4-9 for information about completing the Restricted CR Session Control (RCSC) screen.

Table 4-8: Steps for Starting a Receipts Session Without a Batch

Step	Action	Hints
3	Bypass Batch LookUp or (A)dd prompt.	
	The cursor moves to the Person LookUp prompt.	
4	Enter the name or ID of the account holder.	If you are recording a deposit, go to the Deposit holder field.
5	Enter each receipt using the CREN screen. Note: If you want to allocate the payment to one or more invoices or invoice items, see "Procedures for Allocating Payments Manually" on page 4-137.	See "Components of a Transaction" on page 4-4 for information about the CREN screen.
6	Leave the Cash Receipt Entry (CREN) screen.	

Table 4-8: Steps for Starting a Receipts Session Without a Batch (Continued)

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	Action	Hints
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" on page 4-35 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.
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.	See "Components of a Session" on page 4-9 for information about completing the Restricted CR Session Control (RCSC) screen.
3	Enter A at the Batch LookUp or (A)dd prompt.	
	The Restricted CR Batch Control (RCBC) screen is displayed.	
4	Complete the Restricted Cash Receipt Batch Control (RCBC)screen.When you save the batch information the CREN screen isredisplayed with the cursor at the Person LookUp prompt.	See "Components of a Batch" on page 4-11 for information about completing the Restricted CR Batch Control (RCBC) screen.
5	Enter the name or ID of the account holder.	If you are recording a deposit, go to the Deposit holder field.

Table 4-9: Steps for Starting a Receipts Session with a Batch

Step	Action	Hints
6	Enter each receipt using the CREN screen. Note: When you enter transactions associated with a batch, Colleague will automatically associate the next transaction with the same batch.	See "Components of a Transaction" on page 4-4 for information about the CREN screen.
	or invoice items, see "Procedures for Allocating Payments Manually" on page 4-137.	
7	Leave the Cash Receipt Entry (CREN) screen.	See "Procedure for Closing an Open Batch" on page 4-87 for information about closing this batch.
		See "Procedure for Reconciling a Cash Receipt Batch" on page 4-92 for information about reconciling this batch.

 Table 4-9: Steps for Starting a Receipts Session with a Batch (Continued)

Procedure for Entering Receipts In Quick Entry Mode

Complete the following steps to enter receipts using the quick entry processing option:

Step	Action	Hints
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 on page 4-87 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 on page 4-87 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.
2	Complete the appropriate information on the Restricted Cash Receipt Session Control (RCSC) screen.	See "Components of a Session" on page 4-9 for information about completing the Restricted CR Session Control (RCSC) screen.

 Table 4-10: Steps for Recording Receipts in Quick Entry Mode

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Step	Action	Hints
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 or
		• enter A at the prompt and add a new batch.
4	Enter A at the Record not Found prompt.	
5	Complete the information on the RCBC screen.	Refer to "Components of a Batch" on page 4-11 and "Components of a Cash Receipt Processed in Quick Entry Mode" on page 4-26 for information about completing the RCBC screen for quick entry mode.
6	Save the RCBC screen.	
	The Batch Cash Receipt Entry (BCRE) screen is redisplayed with the cursor at the Person LookUp prompt.	
7	Enter the name or ID of the first person whose payment you are processing.	
8	Make any necessary modifications to this cash receipt.	
9	Update the cash receipt.	
	The Batch Cash Receipt Entry (BCRE) screen is redisplayed with the cursor at the LookUp prompt.	
10	Enter the name or ID of the next person whose payment you are processing.	

Table 4-10: Steps for Recording Receipts in Quick Entry Mode (Continued)

Step	Action	Hints
11	Repeat this procedure beginning with step 8.	
	When you complete all the data entry for this batch, continue with step 12.	
12	Leave the Batch Cash Receipt Entry (BCRE) screen.	See "Procedure for Closing an Open Batch" on page 4-87 for information about closing this batch. See "Procedure for Reconciling
		a Cash Receipt Batch" on page 4-92 for information about reconciling this batch.

 Table 4-10: Steps for Recording Receipts in Quick Entry Mode (Continued)

Procedure for Adding Transactions to an Existing Session

Complete the following steps to add a transaction to an existing session.

The procedure in table 4-11 assumes that you want to add receipts to either an open or closed session and that you *do not* want to add these transactions to any batches associated with this session.

Step	Action	Hints
1	Access the Cash Receipt Entry (CREN) screen. The CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.	If the Cash Receipt Session resolution screen is displayed, select the closed session that you want to add transactions to.
		If the Restricted Cash Receipt Session Control (RCSC) screen is displayed, you did not have an open or a closed session to reopen; therefore Colleague began a new session. Follow the procedure in table 4-9 for creating a new session.
2	Bypass the Batch LookUp prompt.	
	The cursor moves to the Person LookUp prompt.	
3	Enter the name or ID of the first person whose payment you are processing.	
4	Enter the receipt using the CREN screen.	See "Components of a
	Note: If you want to allocate the payment to one or more invoices or invoice items, see "Procedures for Allocating Payments Manually" on page 4-137.	Transaction" on page 4-4 for information about the CREN screen.
5	Update the cash receipt.	
	The Cash Receipt Entry (CREN) screen is redisplayed with the cursor at the Person LookUp prompt.	

 Table 4-11: Steps for Adding Transaction to an Existing Session

Procedure for Adding Transactions to an Existing Batch

Complete the following steps for adding receipts to an existing batch.

ß	The procedure in table 4-12 assumes that you want to add receipts to either an open
	or closed batch associated with an opened or closed session.

Step	Action	Hints
1	Access the Cash Receipt Entry (CREN) screen. The CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.	If the Cash Receipt Session resolution screen is displayed, select the closed session that you want to add transactions to. If the Restricted Cash Receipt Session Control (RCSC) screen is displayed, you did not have an open or a closed session to reopen; therefore Colleague began a new session. Follow the procedure in table 4-9 for creating a new session.
2	Enter the ID of the batch you want or use the LookUp function to locate the specific batch. The cursor moves to the Person LookUp prompt.	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.
3	Enter the name or ID of the first person whose payment you are processing.	
4	Enter the receipt using the CREN screen. Note: If you want to allocate the payment to one or more invoices or invoice items, see "Procedures for Allocating Payments Manually" on page 4-137.	See "Components of a Transaction" on page 4-4 for information about the CREN screen.
5	Save the cash receipt.	

Table 4-12: Steps for Adding Transaction to an Existing Batch

Procedure for Adding a Batch to an Existing Receipts Session

Complete the following steps for adding a batch to an existing receipts session.

The procedure in table 4-12 assumes that you want to add a batch to either an open session or a closed session.

Step	Action	Hints
1	Access the Cash Receipt Entry (CREN) screen. The CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.	If the Cash Receipt Session resolution screen is displayed, select the closed session that you want to add transactions to.
		If Restricted Cash Receipt Session Control (RCSC) screen is displayed, you did not have an open session or a closed session to reopen; therefore Colleague began a new session. Follow the procedure in table 4-9 for creating a new session.
2	Enter A at Batch LookUp prompt.	
	The Restricted Cash Receipt Batch Control (RCBC) screen is displayed.	
3	Complete the Restricted Cash Receipt Batch Control (RCBC) screen.	See "Components of a Batch" on page 4-11 for information about
	When you save the batch information the CREN screen is redisplayed.	Batch Control (RCBC) screen.
4	Add transactions to the current session.	Continue with step 3 of the "Procedure for Adding Transactions to an Existing Batch" on page 4-36.

Table 4-13: Steps for Adding a Batch to an Existing Receipts Session

Recording Admissions Application Fees

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter provides information about the procedure for recording admissions application fees. Table 4-14 lists the chapters in this manual where the procedures for recording other types of payments are provided.

For Information About	See
cash receipts in general, including Colleague's transactions, sessions, and batches	"Overview of Payments" beginning on page 4-1
recording payments that are associated with a specific accounts receivable account	"Recording Standard Payments" beginning on page 4-23
recording payments that are not associated with a specific accounts receivable account (referred to as a non-AR payments)	"Recording Other Payments" beginning on page 4-49
processing financial aid payments	"Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57
recording sponsor payments	"Recording Payments from Sponsors" beginning on page 8-111

Table 4-14: Locating Information about Recording Other Payments Types

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Before You Begin

Before you can process an application fee you should read the "Overview of Payments" chapter beginning on page 4-1. In addition, the following items must be defined:

Item	Reference
a cashier's record for each staff member who processes payments	Getting Started with the Student System
the Cash Receipt module Update AR Immediately parameter (which indicates when payments are posted to Accounts Receivable)	Getting Started with the Student System
Application fee defaults	Getting Started with the Student System
Locations, if you associate payments to a particular campus location	documentation for the Core application
AR codes for application fees	Getting Started with the Student System
Application fee status codes	Using Recruitment/Admissions Management
Payment methods	Getting Started with the Student System

Table 4-15: Information Needed Before You Can Record Payments for Application Fees

The procedure in this chapter assumes that the person for whom you are processing an application fee has at least one admissions application recorded. Refer to *Using Recruitment/Admissions Management* for information.

Understanding Admissions Application Fees

An admissions application fee is typically a standard fee assessed to all individuals who submit an admissions application to an institution.

Working With the Admissions Office to Record Application Fees

Colleague records an application fee when the admissions office records an "applied" admissions application through the Recruitment/Admissions Management module. At the time that the fee is recorded, if it has been received, the admissions office may directly record the receipt of the fee.

R	Colleague does not create an AR invoice for an application fee until the fee is
	actually paid. When payment is made for an application fee, Colleague creates a
	charge transaction at the same time that it creates the payment transaction.

The admissions office follows the same procedure to process these fees as the business office, including associating the receipt with a session and a batch. You need to decide how the admissions office processes application fees at your institution. If the admissions office is authorized to record the receipt of the application fees, you can control the posting of those application fees through the session and batch controls.

For example, if you ensure that the admissions office staff uses the Restricted Cash Receipt Session Control and the Restricted Cash Receipt Batch Controls to define their receipt sessions and batches, then Colleague does not update accounts receivable with the application fees they process until you reconcile their sessions and batches. Refer to "Managing Cash Receipt Sessions and Batches" beginning on page 4-75 for more information on sessions and batches. Table 4-16 below outlines the controls you can set using the Cash Receipts Parameters (CRPA) screen along with session and batch controls. See *Getting Started with the Student System* for more information about the CRPA screen.

If the "Update AR Immediately" field on CRPA is set to:	and fees are entered without using a batch:	and fees are entered using a batch:
Yes	All fees are immediately posted to the student's AR account.	If the "Update AR Immediately" field on the Restricted CR Batch Control (RCBC) screen is set to "Yes", all fees are immediately posted to the student's AR account. If the "Update AR Immediately" field on the Restricted CR Batch Control (RCBC) screen is set to "No", fees are not posted to the student's account until the batch has been reconciled.
No	Fees are not posted to the student's account until the session is reconciled.	The "Update AR Immediately" field on the Restricted CR Batch Control (RCBC) screen cannot be set to "Yes". All fees are posted to the student's AR account when the session and batch are reconciled.

 Table 4-16: Controlling the Posting of Application Fee Receipts

Components of an Admissions Application Fee Receipt

Use the Application Fees Entry (CRAF) screen to record the receipt of one or more application fees.

Recording the receipt of an application fee on the CRAF screen simultaneously creates an AR invoice. If only partial payment is recorded for the application fee, the balance of the payment, when received, can be entered using the CRAF screen. Or since an AR invoice has been created for the application fee, the balance of the payment can also be recorded via the Cash Receipt Entry (CREN) screen.

09/04/97 15:09 AF Cashier: Ms. Donna Stubin Date: 09/04/97 Bobel, Eric	PPLICATION FE	ES ENTRY Sessic Locati 50864	on.: 321 ion: MA]	I IN	CRAF
1 Batch Number: 137 2 * Acad Program: BA.COMP 3 Application Fees Status 1: APPN Applicatio Paid 2:	Date 09/04/97	Applicatior Charge 25.00	n Date: Tax 0.00	08/11/97 Balance 0.00 Total:	Amount 25.00 25.00
4 Distribution: GNRLA General 5 * Pay Method Control Number 1: CK Check 6 Cash Change Returned:	Receipts Exp Dt	: Confirmati Total	ion Numt Receive	oer : ed:	Amount 25.00 25.00
7 * Payer ID/Name: 0050864 8 Print Receipt/No.: <u>N</u>	Eric Bobe	:1		9 * Comme	nts:

Figure 4-9: Example of a Receipt for an Admissions Application Fee

The key fields on this screen are described below. Refer to online help for information about the other fields on the CRAF screen.

Acad Program. This field displays the name of the current academic program associated with the application fee you are processing. An academic program defines a student's intended course of study. When an individual submits an admissions application, the application must be associated with an academic program.

You can access the Applications (APPN) screen from this field to view the details of the individual's admissions application. See *Using Recruitment/Admissions Management* for details about the APPN screen.

Application Fee. Enter the AR code that defines the application fee that the individual is paying. If an application fee was already recorded, that fee, and its current status, are displayed. You can

- record the payment of this fee (see "Amount," below)
- add other fees
- remove the fee (if a payment has not been recorded)

When you add an application fee, the AR code that you select must be defined as an application fee AR code. See *Getting Started with the Student System* for details about defining an AR code.

Status. The current status of each application fee is displayed. Colleague will update this status after you record a payment against the fee as follows:

Status	How Derived	
N—Not Paid	If the applicant's record does not reflect an invoice for an application fee (if the application fee has not been recorded), then the status is "N."	
W—Waived	If the applicant's record reflects an invoice for an application fee, but the amount charged was zero, then the status is "W."	
P—Paid	If the applicant's record reflects an invoice for an application fee, and the amount received is greater than or equal to the amount charged, then the status is "P."	
R—Partially Paid	If the applicant's record reflects an invoice for an application fee, and the amount received is less than the amount charged, then the status is "R."	

 Table 4-17: Processing Prompted by Application Fee Statuses

See *Using Recruitment/Admissions Management* for more information about application fee statuses.

Charge. The amount charged for this fee is displayed. You can change this amount if necessary, but only if a payment has not already been recorded for that fee.

Tax. The tax on this item is displayed, based on any tax codes associated with the charge. You cannot change this amount.

Balance. Displays the total of the Charge and Tax fields. You cannot change this amount directly, except by changing the charge amount.

Amount. Enter the amount received for each application fee. This is the amount of the receipt that you are recording, which may be less than the balance due.

Distribution. Enter the distribution code that identifies the debit side of this transaction. If you defined a default distribution code for this session or batch, that code is displayed; however, you can

select a different distribution code if necessary. See *Getting Started with the Student System* for information about distribution codes.

Pay Method. Use the fields in the Pay Method group to record the forms of payment received for this transaction. Each transaction can contain multiple forms of payment; for example, a fee may be paid using a combination of check and cash. Checks are a type of noncash payment, defined as pay method codes (see *Getting Started with the Student System* for information about defining these codes for your institution). Record a cash payment in the Cash field. (You can detail from this field to the Tender GL Allocation [TGLA] screen for allocation of payments.)

Refer to "Understanding How to Process Different Payment Types" beginning on page 4-18 for detailed information about recording a payment.

Payer ID/Name. Enter the name or ID of the person who is making the payment. When you enter the name of the individual whose fee you are recording, Colleague defaults their name in this field. However, if someone other than this account holder is making the payment, enter their name or ID in this field.

If the payer is not recorded in Colleague (if they do not have a Colleague ID), you can enter just their name, without a Colleague ID. Simply bypass the Payer LookUp prompt and enter the appropriate name in the Name field.

From this field you can access the Person Restrictions (PERC) screen to view any restrictions placed on the account holder. See *Using Academic Records* for information about the Person Restrictions (PERC) screen.

If you entered the name of an individual as the payer who does not have a Colleague ID, then you will not be able to access the Person Restrictions (PERC) screen for that individual, nor can you record information about any returned items (checks or credit cards) from that individual. When you record returned items, Colleague warns you against accepting those items in the future. See *Getting Started with the Student System* for information about defining parameters for controlling the acceptance of items returned for nonsufficient funds.

Procedures for Recording Payment of Admissions Application Fees

The following procedure assumes that the person for whom you are processing an application fee has at least one admissions application recorded. Refer to *Using Recruitment/Admissions Management* for information.

Procedure for Recording Payment of One or More Application Fees

Complete the following steps to record the payment of an admissions application fee.

Step	Action	Hints
1	Access the Application Fees Entry (CRAF) screen.	
	The CRAF screen is displayed with the cursor at the Person LookUp prompt.	
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.	
3	Enter A to add a new cash receipt. 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" on page 4-70.

Table 4-18: Steps for Recording Admissions Application Fees

Step	Action	Hints
4	Enter the ID of the batch you want to associate this fee with.	If
	The cursor moves to the Acad Program field.	 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" on page 4-37.
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. Refer to the online help for the CRAF screen and "Components of an Admissions Application Fee Receipt" on page 4-43 for more information
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.
7	Complete the Application Fees Entry (CRAF) screen for each application fee.	Refer to the online help for the CRAF screen and "Components of an Admissions Application Fee Receipt" on page 4-43 for more information.
8	Save the information on the CRAF screen.	
	The CRAF screen redisplays with the cursor at the Person LookUp prompt.	
9	Enter the name or ID of the next person whose fee you want to process.	

Table 4-18: Steps for Recording Admissions Application Fees (Continued)

Step	Action	Hints
10	Repeat this procedure beginning with step 3.	When you are finished entering the application fees, continue with step 11.
11	Save the batch and session by exiting the CRAF screen.	

 Table 4-18: Steps for Recording Admissions Application Fees (Continued)

Procedure for Waiving an Admissions Application Fee

Complete the following steps to waive an application fee after it has been recorded on the admissions application:

Step	Action	Hints
1	Access the Application Fees (APFE) screen.	
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
3	Select the application for which you want the fee waived.	
4	Go to the Charge field.	
5	Enter 00.00 (zeros) in the Charge field to remove the application fee amount.	
6	Save the Application Fees screen.	

Table 4-19: Steps for Waiving an Admissions Application Fees

Recording Other Payments

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter provides information about the procedure for recording payments that are not associated with an accounts receivable account, referred to herein as "non-AR" payments. Table 4-20 lists the chapters in this manual where the procedures for recording other types of payments are provided.

For Information About	See
cash receipts in general, including Colleague's transactions, sessions, and batches	"Overview of Payments" beginning on page 4-1
recording payments that are associated with a specific accounts receivable account	"Recording Standard Payments" beginning on page 4-23
recording application fees	"Recording Admissions Application Fees" beginning on page 4-39
processing financial aid payments	"Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57
recording sponsor payments	"Recording Payments from Sponsors" beginning on page 8-111

 Table 4-20: Locating Information about Recording Various Payments

Before You Begin

Before you can process a non-AR payment you should read the "Overview of Payments" chapter beginning on page 4-1. In addition, the following items must be defined:

ltem	Reference
a cashier's record for each staff member who processes payments	Getting Started with the Student System
the Cash Receipt module Update AR Immediately parameter (which indicates when payments are posted to Accounts Receivable)	Getting Started with the Student System
Locations, if you associate payments to a particular campus location	documentation for the Core application
Distribution codes	Getting Started with the Student System
Non-AR receipt codes	Getting Started with the Student System
Payment methods	Getting Started with the Student System

 Table 4-21: Information Needed Before You Can Record Non-AR Receipts

Understanding Non-AR Payments

A non-AR payment is any money received that is not associated with an accounts receivable transaction or a deposit. Examples of non-AR payments include library or parking fines, donations (if you do not use the Benefactor system), and items such as concert ticket sales. Like standard payments, non-AR payments must be associated with a cash receipt session and can optionally be associated with a batch (see "Understanding Transactions, Sessions, and Batches" beginning on page 4-4 for complete information about sessions and batches).

Components of a Non-AR Payment

Use the fields in the Non-AR Receipt group of the Cash Receipts Entry (CREN) screen to record a non-AR payment.



Figure 4-10: Example of a Non-AR Cash Receipt

To record the payment of a non-AR item, you use the fields in the Non-AR Receipt group, the Pay Method group, the Payer ID/Name field, and the Print Receipt/No field. This section describes the fields in the Non-AR Receipt group. Refer to "Components of a Transaction" on page 4-4 and the online help for the CREN screen for information about the remaining fields on this screen.

Non-AR **Receipt Code.** Enter any number of codes to define the default general ledger distribution for the credit side of this transaction. You can access the Non-AR Receipt Item Detail (NRID) screen

from this field to modify the general ledger distribution for this payment. Figure 4-11 illustrates the NRID screen.

08/14/97 12:48 NON- Cashier Ms. Donna S Date 08/14/97 Payer ID/Name: 0050886 Non-AR Rcpt Code: Library Fin	AR RECEIPT ITEM DE tubin Su Lu Jonathan F. Garfie e	TAIL ession.: 317 ocation: MC ld	NRID
1 Amount: <u>1</u> 0.00 2 Location: MC Main	Campus		
3 GL Distribution 1: 10-0000-44080-01 Library Fund : Main Camp 2:	Percent 100.00 us	Amount 10.00	
3:			
4:			
	Total: 100.00	10.00	

Figure 4-11: Example of a GL Debit Distribution Modification for a Non-AR Cash Receipt

If the general ledger distribution defined by the non-AR receipt code is not appropriate for a particular receipt, access the NRID screen and change the distribution. You can change the general ledger distribution by entering a single general ledger number representing 100 percent of the distribution of this receipt or by entering multiple general ledger numbers and distributing the receipt over those accounts. The total distribution (displayed in the Total line) must always equal 100 percent.

Amount. Enter the amount of the payment in the amount field of the Non-AR Receipt group. If the non-AR receipt code that you enter has a default amount, Colleague enters that amount, which you can modify as necessary.

Procedures for Recording Non-AR Receipts

This section provides procedures for completing the following:

- recording a non-AR receipt
- recording a non-AR receipt with other receipts

Procedure for Recording a Non-AR Receipt

Complete the following steps to record a non-AR receipt.

This procedure assumes that you have an open session and, if applicable, an open batch associated with that session. See the procedures beginning on page 4-28 if you need to open a new session or batch.

See "Procedures for Recording Accounts Receivable Payments" beginning on page 4-28 for information about recording accounts receivable payments.

Step	Action	HInts
1	Access the Cash Receipt Entry (CREN) screen. The CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.	If you do not have an open session, Colleague displays the Restricted Cash Receipt Session Control (RCSC) screen. Follow the procedure on page 4-28 to define a new cash receipt session.
2	If you want to associate this payment with a cash receipt batch, enter the batch number at the Batch LookUp or (A)dd prompt.	If you want to associate this payment with a receipt batch, and you do not have an open cash receipt batch, follow the procedure on page 4-30.
3	Go to the Non-AR Receipt Code field.	
	The cursor is at the Non-AR Distribution LookUp prompt.	
4	Enter the appropriate non-AR receipt code.	
	The cursor moves to the Location field.	
5	If you want to associate this payment with a location, enter the location ID.	
	The cursor moves to the Amount field.	

Table 4-22: Steps for Adding a Non-AR Receipt

Step	Action	HInts
6	Enter the amount of the receipt.	If selected non-AR receipt code has a default amount, you can either accept that amount or enter a different amount.
7	Go to the Distribution field.	
8	Enter the appropriate distribution code.	The distribution code identifies how Colleague posts the debit side of this transaction.
		If you defined your session or batch with a default distribution code, Colleague displays that code. You can change the distribution code as necessary for this payment.
9	Go to the Pay Method field.	
10	Complete the information in the Payment Method Group.	Refer to "Components of a Transaction" on page 4-4 for information about the fields in this group.
11	Complete the remainder of the CREN screen as appropriate for this receipt.	Refer to "Components of a Transaction" on page 4-4 and to online help for the CREN screen for information about the remaining fields.
12	Save the payment.	

 Table 4-22: Steps for Adding a Non-AR Receipt (Continued)

Procedure for Recording a Non-AR Receipt with Other Receipts

Complete the following procedure to record the receipt of a non-AR payment received along with either an accounts receivable payment or a deposit.

This procedure assumes that you have an open session and, if applicable, an open batch associated with that session. See the procedures beginning on page 4-28 if you need to open a new session or batch. This procedure also assumes that the payer for the non-AR receipt is the same as that for any other payments being made.

Step	Action	HInts
1	Access the Cash Receipt Entry (CREN) screen. The CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.	If you do not have an open session, Colleague displays the Restricted Cash Receipt Session Control (RCSC) screen. Follow the procedure on page 4-28 to define a new cash receipt session.
2	If you want to associate this payment with a cash receipt batch, enter the batch number at the Batch LookUp or (A)dd prompt.	If you want to associate this payment with a receipt batch, and you do not have an open cash receipt batch, follow the procedure on page 4-30.
3	Go to the AR Account Holder field to record one or more accounts receivable payments.	
4	Complete the fields in the AR Account Holder Group.	Refer to "Components of a Transaction" beginning on page 4-4 for information about the fields in this group.
5	Go to the Non-AR Receipt Code field.	
	The cursor is at the Non AR Distribution LookUp prompt.	
6	Enter the appropriate non-AR receipt code.	
	The cursor moves to the Amount field.	
7	Enter the amount of the receipt.	If selected non-AR receipt code has a default amount, you can either accept that amount or enter a different amount.
8	Go to the Deposit Account Holder field to record the receipt of one or more deposits.	

Table 4-23: Steps for Adding a Non-AR Receipt

Step	Action	HInts
9	Complete the fields in the AR Deposit Account Holder Group.	Refer to "Components of a Transaction" beginning on page 4-4 for information about the fields in this group.
10	Go to the Distribution field.	
11	Enter the appropriate distribution code.	The distribution code identifies how Colleague posts the debit side of this transaction.
		If you defined your session or batch with a default distribution code, Colleague displays that code. You can change the distribution code as necessary for this payment.
12	Go to the Pay Method field.	
13	Complete the information in the Payment Method Group.	Refer to "Components of a Transaction" on page 4-4 for information about the fields in this group.
14	Complete the remainder of the CREN screen as appropriate for this receipt.	Refer to "Components of a Transaction" on page 4-4 and to online help for the CREN screen for information about the remaining fields.
15	Save the payment.	

 Table 4-23: Steps for Adding a Non-AR Receipt (Continued)

Posting Financial Aid Payments to Accounts Receivable 4-57

Using Accounts Receivable & Cash Receipts

This chapter has been replaced by the FA Transmittal User Guide
Modifying Payments

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you modify a payment, you should read "Overview of Payments" beginning on page 4-1 for information about the different types of payments that you record. You also need to have at least one payment recorded that needs to be modified. Finally, you need to define reversal reason codes. See *Getting Started with the Student System* for complete information about defining these codes.

Understanding Payment Modifications

How you make a modification to a payment depends on whether Colleague has posted the payment to accounts receivable. This chapter describes how you modify payments based on whether Colleague has posted the payment to accounts receivable; therefore, you need to understand the circumstances that determine when this posting takes place.

Colleague posts payments to accounts receivable based on the setting of the Update AR Immediately parameter that you set for both the Cash Receipts module and, when you use cash receipt batches, for a batch. Table 4-27 identifies the different data entry scenarios you may encounter in relation to the setting of the Update AR Immediately parameter.

Setting of the Update AR Immediately Parameter		How the Payment	Unposted/Posted	
for the Module ^a	for the Batch			
Y	n/a	In a session	Posted	
Ν	n/a	In a session	Unposted	
Y	Y	In a batch	Posted	
Y	Ν	In a batch	Unposted	

Table 4-27: How the Post Immediately Parameter Affects the Posting of Payments

a. You set the Update AR Immediately parameter for the Cash Receipt module on the Cash Receipts Parameters (CRPA) screen

Modifying an Unposted Payment

You can modify an unposted payment by using the same screen that you used to enter the payment—either the Cash Receipt Entry (CREN) screen, the Application Fees Entry (CRAF) screen, or the Sponsor Payment Entry (SPEN) screen.

If you entered payments using the quick entry mode from the Batch Cash Receipt Entry (BCRE) screen and the payments were not immediately posted to accounts receivable, you must use the Cash Receipt Entry (CREN) screen to modify any of the payments recorded in that batch.

When you modify a payment before it is posted to accounts receivable, you can change any aspect of that payment, including reallocating the payment, changing the payment methods, and changing the amount paid.

The "Procedure for Modifying an Unposted Payment" on page 4-70 explains the steps for making these modifications.

Modifying Posted Payments

Once a payment is posted to accounts receivable you can make three types of modifications to that payment:

- a correction
- a reversal
- a returned payment

Payment Corrections

You make a correction to a payment when some element of the payment was improperly recorded. For example, you would make a payment correction if the wrong amount was entered, the wrong account was debited, the wrong payment method was recorded, or any other aspect of the payment was incorrect.

When you correct a payment, Colleague completely reverses the original payment and you can then reenter the correct payment.

Payment Reversals

You reverse a payment when the entry was completely in error. For example, if you entered the same payment twice, you need to reverse one of the payments. When you reverse a payment, Colleague

completely reverses the original payment, and maintains a record of the original payment as well as the reversal.

Returned Payments

When a payment—a check or a credit card—is returned to you due to nonsufficient funds, you want to reverse the associated payment and, optionally, charge the account holder or the payer a fee for the return.

When you record a payment return, Colleague completely reverses the original payment and, optionally, posts a charge that you assess for the return payment. For example, if you charge \$25.00 for a returned check you would assess this charge at the time you record the returned payment.

If the item that was returned represented one of multiple payment methods that were used for a single transaction, then when you record the return you also adjust the original payment so that the actual amount received is correctly recorded.

For example, Martha Smith had an outstanding receivable balance of \$500, which she paid with a check for \$300 and \$200 in cash. However, the check was returned to DU due to nonsufficient funds. When the cashier recorded the returned check, he modified the receipt by indicating which item in the receipt (the check) was returned and charged Martha DU's standard return check fee of \$25. Then he modified the payment record to reflect that instead of receiving \$500, Datatel University only received \$200. The \$300 balance is now posted as a receivable to Martha's account, bringing her new balance to \$325 (\$300 representing the returned amount and a \$25 returned check fee). If the timing of the return was such that the balance is now considered overdue, she might also incur finance charges against this balance.

Components of a Posted Payment Modification

Use the Cash Receipt Reversal (CRRE) screen to modify a payment that has been posted to accounts receivable.

08/14/97 12:40 CASH REC Cashier: Ms. Donna Stubin Receipt: 000000781 Payer: 0050886 Jonathan F. Garf	EIPT REVERSAL Sessior Locatic ield Date	n.: 317 on: MC .: 08/14/97	CRRE
1 Batch 2 Correct/Reverse/NSF.: N NSF 3 Reversal Reason: NSF Non-sufficient funds			
4 NSF Charge ID/Name Pay Method Control Number 1: Jonathan F. Garfield CK Check 2:	AR Type Transit Number 01	NSF Chrg 50.00	Payment Amt 500.00
3: Change Returned: 0.00	Cash.: Total:	50.00	550.00
5 * Comments: 6 Print Receipt Controller Comments	: Yes	7 * Origina No Val	al Receipt: Lues

Figure 4-14: Example of a Modification to a Posted Payment

The important fields on the Cash Receipt Reversal screen are described below. Refer to online help for information about the other fields.

Cash Receipt LookUp. When you access the Cash Receipt Reversal screen you are prompted for a specific cash receipt to modify. To help you select the proper payment, use the following LookUp options:.

To Search for a Receipt by …	Enter	Example
the receipt number	;n followed by the receipt number	;n 520
the batch number	; b followed by the batch number	;b 6
the session number	; s followed by the session number	;s 23
the receipt date	; d followed by the receipt date	;d 10/04/95
the operator ID	; o followed by the operator ID	;0 6063
the payer ID	; p followed by the payer ID	;p 2431

Table 4-28: Cash Receipt LookUp Options

If you are recording a …	Enter	То
correction	C correct any information about the selected Colleague reverses the payment and then the appropriate receipt entry screen so the correct the payment.	
reversal	R	completely reverse the selected payment.
returned payments	N	identify one or more payment methods as a returned item. You can mark any payment method except cash as returned due to insufficient funds.
		See "Returned Payments" on page 4-67 for more information about handling returned payments.

Correct/Reverse/NSF. Enter the code that identifies the type of modification that you are making.

Lubic 1 2 /1 u /ment biounication options	Table 4-29:	Payment	Modification	Options
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Reversal Reason. Enter a code that describes why you are entering this modification. Reversal reason codes are user-defined and are required for each modification you enter.

NSF Charge Group. Use the fields in the NSF Charge group when you are recording a returned payment to identify the specific item that was returned. Each noncash payment that was received for the original transaction is listed in this group. For example, if an individual makes a payment using a check and a credit card, then both of these payment methods are displayed.

When you indicate that the modification is due to a return—by entering **N** in the Correct/Reverse/NSF field—you can access any of the items listed in the NSF Charge group.

NSF Charge ID. Enter the name or ID of the individual who is charged for this return. Typically this is the payer, the person who made the payment, but it can be another individual.

Colleague posts the charges assessed due to the return payment to whomever you identify in the NSF Charge ID field.

NSF Chrg. Colleague displays the default charge assessed for returned items. This default is determined by the parameter defined as the NSF charge rules. These parameters let you define a default charge as well as a set of rules with associated charges. If none of the rules evaluate as true—of if you have not defined rules for NSF charges—then Colleague uses the default charge. You can change this charge as appropriate.

See *Getting Started with the Student System* and "Returned Payments" beginning on page 4-67 for information about defining the NSF charge defaults and rules.

Procedures for Modifying a Payment

This section provides the procedures for making the following types of modifications to a payment:

- modifying a payment before it is posted to accounts receivable
- modifying a payment after it is posted to accounts receivable (including how to record a payment that is returned due to nonsufficient funds)

Procedure for Modifying an Unposted Payment

Complete the following steps to modify a payment before it is posted to accounts receivable.

You cannot use this procedure to modify any payment that has been posted to accounts receivable or for which a receipt was printed. Use the "Procedures for Modifying a Posted Payment" on page 4-71 to modify posted or printed payments.

Step	Action	Hints
1	Access the Restricted Cash Receipt Session Control (RCSC) screen. The RCSC screen is displayed with the cursor on the Status field.	If the payment you want to modify was recorded in a cash receipt batch, access the Restricted Cash Receipt Batch Control (RCBC) screen.
2	Detail to the Cash Receipts Summary (CRSU) screen.	
3	Go to the payment you want to modify.	
4	Detail to the Cash Receipt Entry (CREN) screen.	If the Cash Receipt Inquiry (CRIN) screen displays, you cannot modify this payment. Use the "Procedures for Modifying a Posted Payment" on page 4-71.
5	Modify the payment.	
6	Save the record.	
	The Cash Receipts Summary (CRSU) screen is redisplayed.	
7	If you want to modify another payment, repeat this procedure beginning with step 3.	

Table 4-30: Steps for Modifying a Payment Before it is Posted to AR

Step	Action	Hints
8	If you do not need to modify other payments, leave the CRSU screen.	
	The Restricted Cash Receipt Session Control (RCSC) screen is redisplayed.	
9	Leave the RCSC screen.	

Table 4-30: Steps for Modifying a Payment Before it is Posted to AR(Continued)

Procedures for Modifying a Posted Payment

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" on page 4-66 for details about the differences between these types of modifications.

Procedure for Correcting a Posted Payment

Complete the following steps to correct a payment that has been posted to accounts receivable:

Step	Action	Hints
1	Access the Cash Receipt Reversal (CRRE) screen.	
	The CRRE screen is displayed with the cursor at the Cash Receipts LookUp prompt.	
2	Enter the ID of the payment that you want to correct.	See table 4-28 on page 4-68 for
	The payment displays in the header and the cursor moves to the Batch LookUp prompt.	information about the options for using Cash Receipt LookUp.
3	Go to the Correct/Reverse/NSF field.	
4	Enter C.	
	The cursor moves to the Reversal Reason field.	
5	Enter a reversal reason.	Refer to "Components of a Posted Payment Modification" on page 4-68.

 Table 4-31: Steps for Correcting a Posted Payment

Step	Action	Hints
6	Save the information on the CRRE screen.	
	The Cash Receipt Entry (CREN) screen is displayed with the information from the original payment displayed.	
7	Make the necessary corrections to this payment.	
8	Save the correction made on the CREN screen.	

 Table 4-31: Steps for Correcting a Posted Payment (Continued)

Procedure for Reversing a Posted Payment

Complete the following steps to reverse a payment that has been posted to accounts receivable:

Step	Action	Hints
1	Access the Cash Receipt Reversal (CRRE) screen.	
	The CRRE screen is displayed with the cursor at the Cash Receipts LookUp prompt.	
2	Enter the ID of the payment that you want to correct.	See table 4-28 on page 4-68 for
	The payment displays in the header and the cursor moves to the Batch LookUp prompt.	information about the options for using Cash Receipt LookUp.
3	Go to the Correct/Reverse/NSF field.	
4	Enter R.	
	The cursor moves to the Reversal Reason field.	
5	Enter a reversal reason.	Refer to "Components of a Posted Payment Modification" on page 4-68.
6	Save the information on the CRRE screen.	

 Table 4-32: Steps for Reversing a Posted Payment

Procedure for Reversing a Payment Due to Nonsufficient Funds

Complete the following steps to record a payment that has been returned due to nonsufficient funds:

Step	Action	Hints
1	Access the Cash Receipt Reversal (CRRE) screen.	
	The CRRE screen is displayed with the cursor at the Cash Receipts LookUp prompt.	
2	Enter the ID of the payment that you want to correct.	See table 4-28 on page 4-68 for
	The payment displays in the header and the cursor moves to the Batch LookUp prompt.	information about the options for using Cash Receipt LookUp.
3	Go to the Correct/Reverse/NSF field.	
4	Enter N.	
	The cursor moves to the Reversal Reason field.	
5	Enter a reversal reason.	Refer to "Components of a
	The cursor moves to the NSF Charge ID field of the first line of the NSF Charge group.	Posted Payment Modification" on page 4-68.
6	Go to the line associated with the returned payment.	
7	Enter the ID or name of the person charged for the returned payment.	The person charged for the returned payment may be the
	The cursor moves to the AR type field.	account holder, the payer, or another individual.
8	Enter the AR type that Colleague posts the NSF charge amount to.	
	The cursor moves to the NSF Chrg field and Colleague displays the default NSF charge	
9	Bypass this field to accept the default.	You can change the default
	The cursor moves to the Transit Number field.	charge as necessary.
10	Enter the appropriate transit number.	You can bypass this field. Refer to the online help for more information.
11	Repeat this procedure as necessary for this receipt beginning with step 6.	

Table 4-33: Steps for Reversing a Payment Due to Nonsufficient Funds

Step	Action	Hints
12	Save the information on the CRRE screen. The Cash Receipt Entry (CREN) screen for the receipt you just modified is displayed.	If the CREN screen is not displayed, you have completed this procedure. If the check that you reversed represented one method of payment received for that receipt, and the remaining methods were not reversed, Colleague displays the Cash Receipt Entry (CREN) screen for the receipt you just modified.
13	Go to the Amount field.	
14	Enter the new amount of this payment	The new amount is the original payment amount less the amount of the checks that were returned and reversed in this procedure. If you have received the returned amount in another form of payment, you can complete the CREN screen to reflect this new payment.
15	Save the information on the CREN screen.	

 Table 4-33: Steps for Reversing a Payment Due to Nonsufficient Funds (Continued)

Managing Cash Receipt Sessions and Batches

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you can manage one or more cash receipts sessions or batches, those sessions and batches must be created and have a status of either open or closed. Refer to "Recording Standard Payments" beginning on page 4-23.

You should also understand how Colleague uses sessions and batches for controlling payment entry. Refer to "Understanding Transactions, Sessions, and Batches" beginning on page 4-4 for complete information about sessions and batches.

Understanding Session and Batch Management

The information in this chapter is intended for use by cashiers and other individuals in the business office who have authority to close and reconcile cash receipt sessions and batches.

Components of Session and Batch Management

Use the Cash Receipt Manager Session Detail (CMSD) screen and the Cash Receipt Manager Batch Detail (CMBD) screen to manage existing sessions and batches, respectively. You access these screens from the Session Manager (SEMA) screen. Figure 4-15 illustrates these screens.



Figure 4-15: Example of Screen Access for Managing Cash Receipt Sessions and Batches

From these screens you can change the status of either the session or the batch, including reconciling a session or a batch.

Session Statuses

Each session has a status of either Open, Closed, Reconciled, or Voided

Session Status	Definition
Open	The current session in which you are recording transactions. You can have only one session open at a time.
Closed	A closed session is temporary unavailable for entering transactions. Close a session when it is ready to be reconciled or when you need to start or reopen another session. You can have multiple closed sessions at a time. You can reopen a closed session at any time, as long as you do not have another session open.
Reconciled ^a	A reconciled session is one that you have balanced and completed all transactions in. Once a session is reconciled Colleague posts all transactions in this session to accounts receivable and you cannot reopen that session. You must create a cash receipt reversal to change any transactions in a reconciled session. ^b
Voided	A voided session is no longer valid. All transactions recorded in that session are void and must be reentered in another session or batch.

Table 4-34: Session Status Codes

a. Not all cashiers may have the authority to reconcile their own cash receipt sessions.
These cashiers use the Restricted Cash Receipt Session Control (RCSC) screen to open and close a session. On this screen the "Reconciled" status is not available.
b. See "Modifying Payments" beginning on page 4-65 for details about creating cash

b. See "Modifying Payments" beginning on page 4-65 for details about creating cash receipt reversals.

Changing the Status of a Session

Table 4-35 exp	plains the options	and ramifications of	of changing a	session's status. ¹
			() ()	

Session Status Change		Ramifications of	How To Change the Status	
From	То	Changing the Status	How to change the status	
Open	Closed	 You must close any open batches associated with the session. You cannot add transactions or batches to that session until you reopen it. When you enter any transactions after closing the session, Colleague prompts you to either reopen a closed session or create a new session. 	 Go directly to the Cash Receipt Session Control (CRSC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Session Detail (CMSD) screen. Close any open batches in the session (see page 4-82). Hint: You can access any batches associated with the session from the Batch group on the CRSC screen, or detail from the Session Manager (SEMA) screen to the CMSD screen. Enter C in the Status field on the CRSC screen. Save the record 	
Closed	Open	 If you have neither a session open, you must first close that session, including any open batches associated with the session. You can record additional transactions to the reopened session. You can to create additional batches for the reopened session. You can modify any transactions associated with the reopened session or any batches associated with it. 	 If you have an open session, close that session first (see above). Go directly to the Cash Receipt Session Control (CRSC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Session Detail (CMSD) screen. Select the session you want to reopen from the resolution screen. Enter O in the Status field. Save the record. 	

Table 4-35:	Changing	the Status	of a Session
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Session Status Change		Ramifications of	How To Change the Status	
From	То	Changing the Status	How to change the status	
Open	Reconciled	You can enter or modify any transactions or batches associated with that session.	 Go directly to the Cash Receipt Session Control (CRSC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Session Detail (CMSD) screen. 	
			2. Close any open batches in the session (see page 4-82).	
			Hint: You can access any batches associated with the session from the Batch group on the CRSC screen, or detail from the Session Manager (SEMA) screen to the CMSD screen.	
			3. Enter R in the Status field on the CRSC screen.	
			4. Save the record.	
Closed	Reconciled		1. Go directly to the Cash Receipt Session Control (CRSC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Session Detail (CMSD) screen.	
			2. Select the session you want to reconcile from the resolution screen.	
			3. Enter R in the Status field.	
			4. Save the record.	

Table 4-35: Changing the Status of a Session (Continued)

^{1.} Table 4-35 refers to using the Cash Receipt Session Control (CRSC) screen to modify the status of a session. If you do not have access to the CRSC (if you use the Restricted Cash Receipt Session Control [RCSC] screen instead) you can change the status of a session from opened to closed and from closed to open, but you cannot use the reconciled and void statuses.

Session Status Change		Ramifications of	How To Change the Status	
From	То	Changing the Status	now to change the status	
Open	Voided	Any batches associated with the	1. Go directly to the Cash Receipt	
Closed	Voided	session must also be voided.	Session Control (CRSC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Session Detail (CMSD) screen.	
			2. Void any open batches in the session (see page 4-82).	
			Hint: You can access any batches associated with the session from the Batch group on the CRSC screen, or detail from the Session Manager (SEMA) screen to the CMSD screen.	
			3. Enter v in the Status field on the CRSC screen.	
			4. Save the record.	

Table 4-35: Changing the Status of a Session (Continued)

Batch Status

Each batch has a status of either Open, Closed, Reconciled, or Voided.

Batch Status	Definition
Open	The current batch in which you are recording transactions. You can have only one batch open at a time.
Closed	A closed batch is temporarily unavailable for entering transactions. Close a batch when it is ready to be reconciled or when you need to start or reopen another batch. You can have multiple closed batches. You can reopen a closed batch at any time, as long as you do not have another batch open.

 Table 4-36: Description of Batch Status Codes

Batch Status	Definition
Reconciled ^a	A reconciled batch is one that you have balanced and completed all transactions in. Once a batch is reconciled you cannot reopen that batch. You must create a cash receipt reversal to change any transactions in a reconciled batch. ^b
Voided	A voided batch is no longer valid. All transactions recorded in that batch are void and must be reentered in another batch or session.

Table 4-36: Description of Batch Status Codes (Continued)

a. Not all cashiers may have the authority to reconcile their own cash receipt batches.These cashiers use the Restricted Cash Receipt Batch Control (RCBC) screen to open and close session. On this screen the "Reconciled" status is not available.b. See "Modifying Payments" beginning on page 4-65 for details about creating cash receipt reversals.

Changing the Status of a Batch

Batch Status Change		Ramifications of	How To Change the Status	
From	То	Changing the Status	How to Change the Status	
Open	Closed	 You cannot add transactions to that batch until you reopen it. If you want to add transactions to another batch for the current session, you need to either reopen an existing batch or create a new batch. 	 Go directly to the Cash Receipt Batch Control (CRBC) screen, or detail from the Session Manager (SEMA) screen to r the Cash Receipt Manager Batch Detail (CMBD) screen. Select the batch you want to reopen from the resolution screen. Enter C in the Status field on the CRSC screen. Save the record. 	
Closed	Open	 If you have another batch open, you must first close that batch. You can record additional transactions to the reopened batch. You can modify any transactions associated with the reopened batches. 	 If you have an open batch, close that batch first (see above). Go directly to the Cash Receipt Batch Control (CRBC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Batch Detail (CMBD) screen. Select the batch you want to reopen from the resolution screen. Enter O in the Status field. Save the record. 	

Table 4-37 explains the options and ramifications of changing a batch's status.²

Table 4-37: Changing the Status of a Batch

Batch Status Change		Ramifications of	How To Change the Status	
From	То	Changing the Status	How to Change the Status	
Open	Reconciled	You cannot enter or modify any transactions in that batch.	 Go directly to the Cash Receipt Batch Control (CRBC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Batch Detail (CMBD) screen. 	
			2. Enter R in the Status field on the CRSC screen.	
			3. Save the record.	
Closed	Reconciled		1. Go directly to the Cash Receipt Batch Control (CRBC) screen, or detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Batch Detail (CMBD) screen.	
			 Select the batch you want to reconcile from the resolution screen. 	
			3. Enter R in the Status field.	
			4. Save the record.	
Open	Voided	All transactions associated with	1. Go directly to the Cash Receipt	
Closed	Voided	the session must be reentered	detail from the Session Manager (SEMA) screen to the Cash Receipt Manager Batch Detail (CMBD) screen.	
			2. Enter v in the Status field on the CRBC screen.	
			3. Save the record.	

Table 4-37: Changing the Status of a Batch (Continued)

Reconciling a Session or Batch

Reconciling a cash receipt session or batch involves ensuring that the transactions entered into the session or batch match the transactions received, and, if the session or batch controls were used,

^{2.} Table 4-35 refers to using the Cash Receipt Batch Control (CRBC) screen to modify the status of a session. If you do not have access to the CRBC (if you use the Restricted Cash Receipt Batch Control [RCBC] screen instead) you can change the status of a session from opened to closed and from closed to open, but you cannot use the reconciled and void statuses.

recording the actual ending balance and any necessary corrections to the session or batch so that the adjusted balance matches the ending control balance.

Once you reconcile a session or batch you cannot enter additional transactions to that session or batch or modify any of the transactions recorded in the session or batch.

Reconciliation Reports

There are reconciliation reports available for both sessions and batches that let you review each transaction recorded in the session or batch before you reconcile the batch. Use these reports to compare the entries recorded with each individual receipt received. You can also access this information from the Cash Receipt Batch Control (CRBC) screen or the Restricted CR Batch Control (RCBC) screen. If you find any discrepancies you can modify the transaction before you reconcile the session or batch.

The session reconciliation report is run from the Cash Receipt Session Reconciliation Report (SSRC) screen. The batch reconciliation report is run from the Cash Receipt Batch Reconciliation Report (CRBR) screen (figure 4-16).

```
09/04/97 16:46
                         CR SESSION RECONCILIATION RPT
                                                                         SSRC
1 Start Date...: 08/01/97
2 Cutoff Date..: 08/31/97
3 Print Summary: Yes
4 Saved List:
5 Locations.:
               1:
                2:
                3:
6 Cashiers..: 1: Mr. Gary A. Davis
               2: Ms. Donna Stubin
                3:
                              Start Dt St Time End Dt End Time Status
7 Sessions..:
               1:
                2:
                3:
8 Additional Selection Criteria: N
```

```
09/04/97 16:47
                          CR BATCH RECONCILIATION RPT
                                                                        CRBR
1 Start Date...: 08/01/97
2 Cutoff Date..: 08/31/97
3 Print Summary: Yes
4 Saved List:
5 Locations.: 1:
               2:
6 Cashiers..:
              1: Ms. Donna Stubin
               2:
                              Start Dt St Time End Dt End Time Status
7 Sessions..:
               1:
                2:
                              Start Dt Status
8 Batches...:
               1:
                2:
9 Additional Selection Criteria: N
```

Figure 4-16: Example of the Screens Used to Generate Session and Batch Reconciliation Reports

The options available for generating either a session reconciliation report or a batch reconciliation report are essentially the same. This section describes these options in general terms. See the online help for each screen for complete information about generating either of these reports.

Sessions or batches must be closed before they can be included on these reconciliation reports.

To generate either reconciliation report, you must identify which sessions or batches you want to review. You identify these through the use of the various selection criteria available on each report front-end screen.

One option you have is to generate the report based on a saved list. A saved list is a list of IDs from a specific file that Colleague uses to identify which records you want to report on. For example, if you enter the name of a saved list for the session reconciliation report, this list must contain one or more receipt session IDs (from the RCPT.SESSIONS file). Colleague either generates the report for all the sessions identified in the list or uses that list as the basis for selecting specific sessions, using the information you record in the other fields to identify specific sessions. The saved list used for a session reconciliation report must be based on the RCPT.SESSIONS file. The saved list used for a batch reconciliation report must be based on the RCPT.BATCHES file. See your system administrator for assistance with creating saved lists.

Use the following fields, along with the saved list field, to identify the specific items you want included in the reconciliation report:

- Locations
- Cashiers
- Sessions
- Batches (if you are running the batch reconciliation report)

Each of these fields is optional and all work together to create the report with the information that you want. For example, if the session reconciliation report were generated as defined on the SSRC screen (see figure 4-16), the report would provide information about all the sessions that the two cashiers had during the specified date range (identified in the Start Date and Cutoff Date fields).

When you select the different options on the report front-end screens you should be aware that:

- If you select specific sessions (or batches) the report only includes those sessions (or batches).
- If you identify one or more cashiers, then you can only select sessions (or batches) associated with those cashiers.
- If you identify a saved list and then use one or more of the other selection criteria fields, Colleague first selects all the sessions (or batches) identified in the saved list and then narrow the scope of the items included in the report based on the other information provided. Therefore, if you identify a saved list of all closed sessions and then select specific cashiers, the reconciliation report includes only those closed sessions associated with the selected cashiers.

Procedures for Managing Cash Receipt Sessions and Batches

This section provides the following procedures for managing cash receipt sessions and batches:

- closing an open batch
- closing an open session
- reconciling a batch
- reconciling a session

Procedure for Closing an Open Batch

To close an open batch, access one of the following screens:

- Cash Receipt Manager Batch Detail (CMBD) screen (from the Cash Receipt Manager Session Detail [CMSD] screen from the Sessions Manager [SEMA] screen)
- Cash Receipt Batch Control (CRBC) screen (either from the menu or from the Cash Receipt Session Control [CRSC] screen)
- Restricted Cash Receipt Batch Control (RCBC) screen (either from the menu or from the Restricted Cash Receipt Session Control [RCSC] screen)

and enter C in the Status field.

Procedure for Closing an Open Session

To close an open session, access one of the following screens:

- Cash Receipt Manager Session Detail (CMSD) screen (from the Session Manager [SEMA] screen)
- Cash Receipt Session Control (CRSC) screen
- Restricted Cash Receipt Session Control (RCSC) screen

and enter C in the Status field.

If there are one or more open batches associated with this session, you must close those batches before you can close the session. See "Procedure for Closing an Open Batch" above.

Procedures for Reconciling a Cash Receipt Session

There are two steps for reconciling a cash receipt session:

- 1. generate and review the cash receipt session reconciliation report
- 2. 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.

Before you can reconcile a session, all batches within that session must be reconciled. See "Procedures for Reconciling a Cash Receipt Batch" on page 4-90.

Procedure for Generating the Cash Receipt Session Reconciliation Report

Complete the following procedure to generate the cash receipt session reconciliation report:

Step	Action	Hints
1	Access the Cash Receipt Session Reconciliation Report (SSRC) screen.	
2	Select the sessions that you want to reconcile by completing the SSRC screen.	Refer to "Reconciliation Reports" on page 4-84 and the online help for the SSRC screen.
3	If you need to define additional criteria for selecting specific batches, go to the Additional Selection Criteria field.	
	Otherwise, continue with step 7.	
4	Enter Y and update the SSRC screen.	
	The Additional Selection Criteria screen is displayed.	
5	Complete the Additional Select Criteria screen.	
6	Save the information on this screen.	
	The Change Peripheral Defaults screen is displayed.	
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.	
	The Phantom Mode Specification screen is displayed.	

Table 4-38: Steps for Generating the Cash Receipt Session Reconciliation Report

Step	Action	Hints
8	If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.	
9	Review the report for accuracy.	If there are discrepancies in the session that need correcting, following procedure outlined on page 4-70 to 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.
10	Reconcile the session.	Refer to "Procedure for Reconciling a Cash Receipt Session" on page 4-89.

Table 4-38: Steps for Generating the Cash Receipt Session Reconciliation Report (Continued)

Procedure for Reconciling a Cash Receipt Session

Complete the following steps to reconcile a cash receipt session:

Step	Action	Hints
1	Reconcile all batches associated with the sessions you want to reconcile.	See "Procedures for Reconciling a Cash Receipt Batch" on page 4-90
2	Generate the Cash Receipt Session Reconciliation Report (SSRC) screen.	See "Procedure for Generating the Cash Receipt Session Reconciliation Report" on page 4-88.
3	Access the Session Manager (SEMA) screen.	
	The Staff LookUp or <return> for All prompt is displayed.</return>	
4	Enter the ID of the staff member whose sessions you want to reconcile.	Bypass this prompt to view all sessions for all cashiers.
5	Go to the session you want to reconcile.	
6	Access the Cash Receipt Manager Session Detail (CMSD) screen.	
	The CMSD screen is displayed with the cursor in the Starting Cash field.	
7	Go to the Status field.	

 Table 4-39: Steps for Reconciling a Cash Receipt Session

Step	Action	Hints
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.
9	Save the session.	
	The Session Manager screen is redisplayed.	
10	Repeat this procedure beginning with step 5 for each session you want to reconcile.	
11	Save the information on the Session Manager (SEMA) screen.	

 Table 4-39: Steps for Reconciling a Cash Receipt Session (Continued)

Procedures for Reconciling a Cash Receipt Batch

There are two steps for reconciling a cash receipt batch:

- 1. generate and review the cash receipt batch reconciliation report
- 2. 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	Action	Hints
1	Access the Cash Receipt Batch Reconciliation Report (CRBR) screen.	
2	Select the batches that you want to reconcile by completing the CRBR screen.	Refer to "Reconciliation Reports" on page 4-84 and the online help for the CRBR screen.

Table 4-40: Steps for Generating the Cash Receipt Batch Reconciliation Report

Step	Action	Hints
3	If you need to define additional criteria for selecting specific batches, go to the Additional Selection Criteria field.	
	Otherwise, continue with step 7.	
4	Enter Y.	
5	Update the CRBR screen.	
	The Additional Selection Criteria screen is displayed.	
6	Complete the Additional Selection Criteria screen.	
7	Save the information on this screen.	
	The Change Peripheral Defaults screen is displayed.	
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.	
9	If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.	
10	Review the report for accuracy.	If there are discrepancies in the batch which need correcting, following procedure outlined on page 4-70 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.
11	Reconcile the batch.	Refer to "Procedure for Reconciling a Cash Receipt Batch" on page 4-92.

Table 4-40: Steps for Generating the Cash Receipt Batch Reconciliation Report (Continued)

Procedure for Reconciling a Cash Receipt Batch

Complete the following steps to reconcile a cash receipt batch:

Step	Action	Hints
1	Generate the Cash Receipt Batch Reconciliation Report (CRBR) screen.	See "Procedure for Generating the Cash Receipt Batch Reconciliation Report" on page 4-90.
2	Access the Session Manager (SEMA) screen.	
	The Staff LookUp or <return> for All prompt is displayed.</return>	
3	Enter the ID of the staff member whose batches you want to reconcile.	Bypass this prompt to view all sessions for all cashiers.
4	Go to the session that the batch is associated with.	
5	Access the Cash Receipt Manager Session Detail (CMSD) screen.	
	The CMSD screen is displayed with the cursor in the Starting Cash field.	
6	Go to the batch you want to reconcile.	The batches are listed in the Batches group on the CMSD field.
7	Access the Cash Receipt Manager Batch Detail (CMBD) screen.	
	The CMBD screen is displayed with the cursor in the Batch Total field.	
8	Go to the Status field.	
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").
10	Save the batch.	
	The Cash Receipt Manager Session Detail (CMSD) screen is redisplayed.	
11	Repeat this procedure beginning with step 6 for each batch in the current session you want to reconcile.	

 Table 4-41: Steps for Reconciling a Cash Receipt Batch

Step	Action	Hints
12	Save the session.	
	The Session Manager screen is redisplayed.	
13	Repeat this procedure beginning with step 4 for each session you want to reconcile.	
14	Save the information on the Session Manager (SEMA) screen.	

 Table 4-41: Steps for Reconciling a Cash Receipt Batch (Continued)

Allocating Payments Automatically

Using Accounts Receivable & Cash Receipts

In This Chapter

When an individual makes a payment against his or her AR account, the cashier may elect to manually allocate the payment (user-allocation), or let Colleague allocate the payment automatically (system-allocation). This chapter describes various aspects of system-allocation as outlined in table 4-42 below.

In this chapter the term "payment" usually refers to a cash receipt payment unless otherwise specified as another type of payment.

For Information About	See
factors that affect system-allocation	"Understanding Automatic Payment Allocation" on page 4-97
how to allocate payments in batch mode	"Understanding Batch Payment Allocation" on page 4-104
when you need to create zero dollar payments on an account	"Understanding Zero Dollar Payments" on page 4-109
printing a report that shows how one or more payments are allocated	"Generating the Payment Allocation Report" on page 4-113



Some automatically recorded payments, such as financial aid and sponsor payments, are system-allocated by Colleague when they are applied to the individual's account, but are not subject to the system-allocation processes described in this chapter. Additionally, payments that have been manually allocated (including manually allocated deposit payments) are not affected by system-allocation processes either. Refer to the related chapters in this manual for information about these types of payments.

Before You Begin

Before you read this chapter, you should become familiar with the concepts listed in table 4-43 below.

For Information About	See
defining system-allocation defaults	Getting Started with the Student System
processing different types of payments in Colleague	"Overview of Payments" beginning on page 4-1
how to allocate payments to specific charges	"Allocating Payments Manually" beginning on page 4-123
processing deposit payments	"Overview of Deposits" chapter beginning on page 5-1

 Table 4-43: Finding Additional Information About Payment Allocation Concepts

Understanding Automatic Payment Allocation

The purpose of automatic payment allocation (system-allocation) is to apply payments to an account's outstanding charges in an attempt to achieve a zero balance on the account. System-allocation attempts to accomplish this goal by using payments in two ways:

- · creating payment items to pay outstanding invoice items
- creating additional payment items to offset outstanding debit and credit invoice items within terms, across terms, among non-term, and between term and non-term invoices

The term "payment allocation" combines several different allocation functions, including:

- allocating payments to outstanding invoice items
- unallocating payments from invoice items with lower AR code priorities and reallocating them to invoice items with higher AR code priorities
- unallocating payments from overpaid invoice items
- creating payment items to offset debit and credit invoice items

In this chapter, payment allocation usually refers to a combination of all these functions, and is affected by such factors as the

- hierarchy of payments
- timing of payment allocation
- AR code priorities (as defined by your institution)
- term of the payment (term or non-term)
- definition of non-term payment allocation
- need to create zero dollar payments

System-allocation is a function shared by several Colleague processes. In some cases, it happens automatically when payments are recorded or modified. Other times, you need to manually initiate the system-allocation process using the Batch Payment Allocation (BPMA) process.

System-allocation processes share a standard method of allocating payments on an account, which is further defined by system-allocation priorities and parameters defined by your institution. See *Getting Started with the Student System* for detailed information about defining system-allocation parameters.

Processes Affected by System-Allocation

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. cash receipt payments

Each of these payment types are described below.

Manually Allocated Payments

When you enter a payment from an individual, you can allocate that payment to a specific invoice or a specific invoice item. When you make this type of payment allocation (also referred to as

"user-allocation"), Colleague gives that allocation the highest priority and does not consider any other funds that might be available to cover the same charges.

See "Allocating Payments Manually" beginning on page 4-95 for information about manually allocating a payment.

Sponsor Payments

When a student is sponsored as an individual using Colleague's Sponsor Billing module, by an organization or another individual, the sponsorship defines the charges that the sponsor covers. Whenever a sponsored student incurs any eligible charge, Colleague transfers the charges from the student's account to the sponsor (by recording a payment against the student's account and creating an invoice on the sponsor's account). Once these charges are placed on the sponsor's account, you can generate a statement to send to the sponsor informing him of his obligation to pay these charges. However, if at any point the sponsor defaults on his arrangement to pay the charges incurred by sponsored students, Colleague can reverse the original payment posted to the student's account and the student is once again responsible for those charges.

When a student sponsorship has been established, the eligible charges are paid by and transferred to the sponsor. However, if manual payment allocations were made, Colleague first honors those allocations and then applies the sponsor payments to eligible charges if they still have outstanding balances. Colleague does not consider any other type of payments that may be available to cover those charges.

Refer to "Defining Student Sponsorships" beginning on page 8-45 for more information about working with student sponsorships.

A second type of sponsorship, course section sponsorships, allows individual students to enroll in specific sponsored course sections which will be paid directly by the sponsor. When qualified students enroll in these course sections, Colleague directly bills the sponsor for the tuition and other charges associated with the course section. The student is never held responsible for these charges.

Refer to "Defining Course Section Sponsorships" beginning on page 8-1 for information about working with sponsored course sections.

Financial Aid Payments

If a student has been awarded any kind of financial aid, Colleague allocates that aid to all eligible charges as soon as the aid is transmitted to the Accounts Receivable module. Because financial aid money is often very restrictive in its application, Colleague uses those funds to reduce the student's balance before allocating any other available funds. However, if either a manual payment allocation was made or a sponsor payment was received, Colleague first honors those allocations and then applies the financial aid to those charges if they still have outstanding balances.

See "Posting Financial Aid Payments to Accounts Receivable" beginning on page 4-57 for information about transferring financial aid to accounts receivable. See *Using Financial Aid* for complete information about financial aid awarding.

Deposit Payments

Automatic Allocation of Deposits

You can have two types of automatic deposits: unrestricted and restricted. Unrestricted deposits have the Automatic Allocation parameter on the Deposit Types (DPTY) screen set to "Yes," and have no allocation rules associated with them. When you allocate deposits, Colleague applies an unrestricted deposit to any charges that an individual incurs, as long as the charge is not covered by a manual payment allocation, a sponsor payment, or financial aid.

Restricted deposits have allocation rules associated with them and also have the Auto Allocation parameter on DPTY set to "Yes." When you allocate deposits, Colleague only applies a restricted deposit to charges that pass the allocation rules. For example, a housing deposit may be restricted to paying for certain room damage charges. Until those charges are incurred by an individual, and you allocate the deposit, Colleague does not apply those deposits to any charges. Colleague does not apply a restricted deposit to any charge that is already paid by a manual payment allocation, a sponsor payment, or financial aid.

You must manually allocate deposits if the auto allocation parameter is set to "No" for that deposit type. Refer to "Allocating Deposits" on page 5-17 for more information about deposit allocation.

Manual Allocation of Deposits

You can manually allocate a deposit to any charge regardless of any restrictions placed on that deposit. When you manually allocate a deposit, Colleague treats it like any other manually allocated payment and does not override the allocation with another payment, regardless of whether the payment would normally cover that charge. For example, you have defined restrictions for the use of admissions deposits. But for one student you manually apply that deposit to her tuition charges—a charge not covered by the deposit's restrictions. If, after applying that deposit, a financial aid payment is received that would have covered the tuition charge, Colleague does not unapply the deposit and apply the financial aid to that charge.

Cash Receipt Payments

The final priority for allocating payments is cash receipt payments. When you receive a payment from an individual and you do not directly allocate the payment, then Colleague allocates the payment to any invoice items with unpaid balances. This allocation occurs after all manual
allocations, sponsor payments, financial aid, and deposits have been allocated to the appropriate charges.

Timing of System-Allocation

When Colleague allocates a payment toward a charge, it takes into consideration any payments received to date against the individual's outstanding balance. If the payment being allocated has a higher priority than any of the payments already received, and the current payment covers one of those charges, then Colleague automatically reallocates the payments made against the account.

For example, in September a student registers for classes incurring registration charges of \$2,500. The student is not sponsored, has not had financial aid applied to her account, nor has any unrestricted deposit payments or any unallocated payments. Therefore, her account shows a balance of \$2,500.

The week after registration she makes a \$1,000 payment against her account. Since she does not specify which charges should be covered by that payment, Colleague allocates the \$1,000 against the outstanding charges on her account until the payment is fully allocated, or there are no remaining charges to be paid. Her balance is now \$1,500. The following week, \$800 of her outstanding financial aid is received by the university and transmitted to accounts receivable. Some of the charges that Colleague had previously paid with the student's payment are covered by the financial aid. Therefore, Colleague unallocates the \$1,000 payment received from the student, uses the \$800 in financial aid to pay the covered charges (even though they were previously "paid") and reallocates the \$1,000 student payment to pay charges that had outstanding balances. The student's balance is now \$700.

System-Allocation Priorities

Colleague allocates a payment to invoice items in AR code priority. Within the highest priority AR code, the payment is then allocated by date order (meaning the oldest invoice items are paid first). If there is any payment remaining, Colleague then allocates it to the invoice items with the next highest AR code priority, and within it, by date order, and continues until the payment is totally allocated, or there are no remaining charges to be paid.

In determining how a payment is allocated, Colleague identifies whether the payment was associated with a specific term at the time it was recorded. If a payment is related to a term, then it can only be used to pay invoices that are also related to that specific term. Even if there are no outstanding invoices for the specified term, Colleague does not apply the payment to outstanding invoices from another term or to any outstanding non-term invoices. However, Colleague does provide a process to transfer payments between terms, or to change a term-related payment to a non-term payment. For information on how to transfer payments from one term to another, see "Transferring AR Payments" beginning on page 6-39.

If you allow non-term payments to pay term charges at your institution, you can specify whether Colleague prioritizes invoice items for payment by invoice date, or by the start date of the term associated with the invoice. When prioritizing invoice items by term start date within an AR code, Colleague applies eligible non-term payments to invoice items from the oldest term first, and within it, by invoice date order. If Colleague does not prioritize invoice items by term, then only the invoice date is used to determine which invoice items for an AR code get paid first (from oldest to newest).

Priorities for AR codes are defined on the AR Codes (ARCF) screen. The parameters which define whether to prioritize invoice items by term, as well as whether non-term payments are eligible to pay term charges, are set on the AR Defaults and Parameters (ARDE) screen. See *Getting Started with the Student System* for information about defining AR code priorities, prioritizing invoice items by term, and defining non-term payment allocation.

Payment Term Limitations

Payments (both term and non-term) are used by Colleague to pay charges on an AR account and, additionally, to create offsetting payment items in an attempt to balance debit and credit invoice items on an AR account. Both functions occur whenever Colleague's system-allocation processes are initiated (see "Processes Affected by System-Allocation" on page 4-98), are directly impacted by the term of both the payment and the invoices.

Term Payment Allocation

When Colleague system-allocates a term payment, it considers both the term of the payment and the term of the invoice in determining which invoice items to pay. If a payment is recorded with a term (for example, Fall 2002), Colleague uses that payment to pay only charges with the same term (Fall 2002). Term payments are never used by Colleague to pay charges from other terms (for example, Summer 2002), or to pay non-term charges. However, Colleague does provide a process to transfer payments between terms, or to change a term-related payment to a non-term payment. For information on how to transfer payments from one term to another, see "Transferring AR Payments" beginning on page 6-39.

Additionally, term payments can be used by Colleague to create offsetting payment items to balance debit and credit invoice items within the same term as the payment. For example, you have a \$20 activity fee, a \$100 credit invoice, and a \$100 debit invoice all in the same term. Colleague would use a \$20 payment for that term to pay the \$20 activity fee, as well as to create additional payment items to offset the \$100 credit invoice against the \$100 debit invoice, creating an overall zero account balance. However, if the credit and debit invoice items were not both in the same term as the payment, you would need to create a zero dollar payment to create the necessary offsetting payment items for this account. See "Understanding Zero Dollar Payments" on page 4-109 for additional information.

Non-Term Payment Allocation

If you manually allocate a non-term payment, you can use it to pay any charges, both term and non-term. However, if you let Colleague system-allocate non-term payments, allocation is determined by a system-wide parameter defined on the AR Defaults and Parameters (ARDE) screen. On ARDE you can choose to have non-term payments pay term charges as well as non-term charges, non-term charges only, or a restricted combination of both. See *Getting Started with the Student System* for detailed information about defining this parameter.

Colleague also uses non-term payments to create whatever additional payment items are needed to offset an account's debit and credit invoice items. For example, you have a \$20 non-term parking fee, a \$100 credit invoice in your Fall term, and a \$100 debit invoice in your Spring term. If you allow non-term payments to pay all charges (both term and non-term), Colleague would use a \$20 non-term payment to pay the \$20 parking fee, as well as to create additional payment items to offset the Fall credit invoice against the Spring debit invoice, creating an overall zero account balance. However, if you only allow non-term payments to be allocated to non-term charges, the Fall and Spring balances would remain outstanding, as Colleague would only be allowed to create payment items for *non-term* debit and credit invoice items with the \$20 payment. In this case, you would need to create a zero dollar payment to create the necessary offsetting payment items. See "Understanding Zero Dollar Payments" on page 4-109 for additional information.

Understanding Batch Payment Allocation

The purpose of batch payment allocation is to fully allocate payments on an AR account so that the optimal result is a situation in which an account's debits and credits balance, and no invoice items are overpaid.

Batch payment allocation only affects payments that have been system-allocated by Colleague. Payments that are applied to an individual's AR account though other methods are not affected by batch payment allocation. Table 4-44 below outlines the types of payments affected by batch payment allocation.

Type of Payment	Affected by Batch Payment Allocation?
manually allocated payments, including any payments directly allocated to a payment plan balance	no
refunds manually allocated to specific payments or credit invoices	no
payments reversed by the following processes:	no
• Cash Receipt Reversal (CRRE)	
AR Refunds/Advances Void (VRAV)	
• AR Payment Term Transfer (APTT)	
• Batch Payment Term Transfer (BPTT/BPTU)	
sponsor payments	no
financial aid payments	no
manually allocated deposit payments	no
system-allocated payments, including system-allocated deposit payments ^a	yes
payments for fees entered on the following screens:	no
• Application Fees Entry (CRAF)	
• AR Payment Allocation (ARPA)	

Table 4-44: Payment Types Affected by Batch Payment Allocation

a. Batch payment allocation only *unallocates* system-allocated deposit payments that overpay invoice items; it does not attempt to reallocate them to other charges. See "Allocating Deposits" beginning on page 5-17 for more information about reallocating deposit payments.

When a cash receipt is recorded against an individual's account, it may or may not get allocated at the time that payment is received. If payment has been received prior to any charges being generated for the individual's account, the payment remains unallocated. For example, if you have not set your billing control parameters to update AR immediately when registration occurs, a student can register for class and make a payment even though the registration charges have not yet been posted to the student's account. When this situation occurs, Colleague cannot allocate the payment to any charges because no charges have been posted yet. After you post the registration charges to the AR account using the Batch Reg/Room/Meal Billing (BILL) process, you then need to apply any unallocated payments to the charges.

Colleague does not automatically system-allocate unused payments to new charges.

Payments can also be made in excess of the amount currently owed by an individual. When this happens, Colleague pays any eligible outstanding invoice items, and the balance of the payment is applied to the account but remains unallocated. If the individual later incurs additional charges, you then need to use the batch payment allocation process to apply the unallocated payment balance to the new charges.

Payments that Overpay Charges

An invoice can also become overpaid when more than one type of payment is applied to it. For example, an individual can make a cash receipt payment against his or her account which is system-allocated by Colleague to outstanding tuition charges. Later, the individual receives financial aid payments which are also allocated to the same tuition charges, resulting in the invoice being overpaid. When this happens, the batch payment allocation process reallocates the excess cash receipt payment to other outstanding invoice items, or leaves it unallocated if no other eligible charges exist.

Over-allocated Deposit Payments

If an overpaid invoice was previously paid by a deposit payment, Colleague unallocates the deposit payment and returns it to the deposit account; it does not attempt to reallocate the deposit payment to other charges. Colleague produces the Batch Payment Allocation Deposit Reversal Report listing the amount of each deposit payment that is unallocated by the batch payment allocation process. It also creates a saved list of the unallocated deposits which can be subsequently used with the Batch Deposit Allocation (BDAL) process to allocate the deposits to other charges. Colleague names the saved list as follows:

BPMA_BDAL_(internal time)_(internal date)

Colleague prints the saved list name on the report generated by the Batch Payment Allocation (BPMA) process. See "Allocating Deposits" beginning on page 5-17 for information on using the saved list to allocate reversed deposit payments using the Batch Deposit Allocation (BDAL) process.

When unallocating *system-allocated deposit payments*, Colleague only unallocates system-allocated deposit payments that *overpay* charges, otherwise, deposit payments are not affected by batch payment allocation.

Colleague *never* unallocates a deposit payment originally allocated in a fiscal year that is now closed.

Batch Payment Allocation Methods

Colleague provides two methods of batch payment allocation. You can choose to:

- evaluate all system-allocated AR payments, and then reallocate them as necessary
- · evaluate only unallocated or overallocated system-allocated payments

You define which method of allocation Colleague uses when you run the batch payment allocation process. The allocation method applies only to those payments that are *system-allocated* by Colleague. See table 4-44 on page 4-104 for a list of the payment types that are not affected by this process. For information on allocating payments manually, see "Allocating Payments Manually" beginning on page 4-123.

Evaluate Only Unallocated Or Overallocated Payments. When using this method of batch payment allocation, Colleague takes into consideration only unallocated and overallocated payments (payments that overpay invoice items) on an AR account. Essentially, Colleague allocates only the part of a standard AR payment which has not yet been allocated (for example, cash payment received in excess of the actual charges), or the part of a payment allocated in excess of an invoice item amount. For example, Colleague may initially allocate half of a \$100 payment to a \$50 invoice item. Then the account holder receives financial aid which pays the same invoice item, resulting in the item being "overpaid" by \$50. Colleague then reallocates the \$50 "overpayment," but does not touch any other invoice items to which the remaining payment had already been allocated. This method of payment allocation decreases processing time. This allocation method is also used for cash-based reporting.

For deposit payments that overpay invoice items, Colleague unallocates the *entire* deposit payment, even if it can still pay other invoice items on the AR account.

Evaluate All Payments and Reallocate as Needed. When using this method of batch payment allocation, Colleague considers *all* of the system-allocated payments applied to an AR account, including deposit payments that overpay invoice items. In this case, Colleague evaluates all AR payments that have previously been applied to an AR account, and then reallocates them based on the payment allocation priorities defined by your institution. Batch payment allocation *unallocates only* system-allocated deposit payments that overpay invoice items; it does not reallocate them. When unallocating deposit payments, Colleague unallocates the *entire* deposit payment, even if it can still pay other invoice items on the AR account.

See "Understanding Automatic Payment Allocation" on page 4-97 for more information about factors that affect how Colleague allocates payments. See "Allocating Deposits" beginning on page 5-17 for detailed information about deposit payments.

Running the Batch Payment Allocation (BPMA) Process

Use the Batch Payment Allocation (BPMA) process shown in figure 4-17 to apply any unallocated payments, unallocate or reallocate any over-allocated payments, or reallocate all system-allocated payments made against one or more AR accounts.

09/02/99 15:54	BATCH PAYMENT ALLOCATION	BPMA
1 Reallocate Only Unus 2 Terms	sed Payments: <u>Y</u> 1: 99/FA Fall 1999 2: 3: 4:	
3 Saved List Name:		
4 AR Accountholders:	1: 1078265 Emily Voreas 2: 3:	
5 AR Types Included:	1: 01 Student Receivable 2: 3:	
6 AR Types Excluded:	1: 2: 3:	
7 Additional Selection	n Criteria: No	

Figure 4-17: Example of the Batch Payment Allocation (BPMA) Screen

In order for the batch payment allocation process to work, an *eligible* payment must already exist on an individual's account. If an account has debit and credit invoice items, but no *eligible* payment has been recorded, then the debit invoice items will always remain "unpaid" and eventually become past due. To resolve this situation, you must create a zero dollar payment for the affected accounts. See "Understanding Zero Dollar Payments" on page 4-109 for more information.

Reallocate Only Unused Payments. Enter \mathbf{Y} to have Colleague process only those parts of system-allocated payments that have not been allocated to any invoice items, or that overpay an individual invoice item. Enter \mathbf{N} if you want Colleague to completely reallocate all system-allocated payments applied to an account.

Terms. You can enter one or more terms for which you want Colleague to allocate payments. If you do not enter any terms, Colleague reallocates all payments for the selected accounts.

If you do not enter any terms or other selection criteria on the BPMA screen, Colleague issues a warning that all accounts will be reallocated (which may take a considerable amount of time).

Understanding Zero Dollar Payments

Sometimes invoices from accounts with zero balances can become overdue even though no money is owed, or even if a payment balance exists on the account as explained below.

An account can have both debit and credit invoices, but no payment that is eligible to pay these invoices has ever been received and allocated to the charges. For example, this can happen when a student is billed for a miscellaneous charge and subsequently issued a miscellaneous credit for the charge, so no payment is ever made. However, in order for system-allocation to take place, an eligible payment must exist on the account. Colleague does not consider a credit invoice to be a payment. If no eligible payment exists, system-allocation cannot process an allocation for the invoices and, in effect, the credit invoice item never pays off all or part of the debit invoice. Both invoice remain outstanding, and eventually the entire amount of the debit invoice becomes overdue, even though the debit invoice is fully or partially covered by the credit invoice.

To have system-allocation offset debit and credit invoice items when no eligible payment exists, you must create a payment record in the amount of zero dollars. Although no actual money changes hands, creating a zero dollar payment allows Colleague to initiate the system-allocation process.

When to Create Zero Dollar Payments

If system-allocation does not create the payment items needed to offset debit and credit invoice items on an AR account, use table 4-45 on page 4-110 to determine if you need to create a zero dollar payment and, if so, whether it needs to be a term or non-term zero dollar payment.

Datatel recommends that you always run the Batch Payment Allocation (BPMA) for the affected account(s) prior to creating any zero dollar payments.

The need to create zero dollar payments on an account is affected by several factors:

- how non-term payment allocation is defined on the AR Defaults and Parameters (ARDE) screen at your institution
- whether an AR account has a payment that is eligible to create the necessary offsetting payment items
- whether debit and credit invoices exist within the same term, between different terms, among non-term, or between term and non-term
- If an account contains multiple types of debit and credit invoice item balances, you may need to create both term and non-term zero dollar payments to balance the account.

Table 4-45 illustrates what type of zero dollar payment resolves specific types of outstanding debit and credit balances.

If your Apply Non-term	And a and ha	n AR Account ha s debit & credit i	as no eligible pay nvoice items tha	/ment, t are
Term Invoices flag on ARDE is set to	among non-term	between term and non-term		
	Ту	vpe of Zero Dolla	r Payment Neede	ed
Yes	term or non-term	non-term	non-term	non-term
No	term	a	non-term	a
Restricted	term or non-term	non-term	non-term	non-term

Table 4-45: When to Create a Zero Dollar Payment

a. Zero dollar payments will not resolve these two conditions. Depending on whether a payment exists on the account and, if so, what type, you may need to transfer the payment to another term, issue a refund voucher, or retransmit financial aid. Refer to other sections in this manual for information about each of these processes.

Running the Create Zero Dollar Payments (CZDP) Process

Use the Create Zero Dollar Payments (CZDP) process to create payments in the amount of zero for accounts with both debit and credit invoices, but no eligible payments that can be allocated.

09/13/99 13:40	CREATE ZERO DOLLAR PAYMENTS	CZDP
1 Create Zero Payment 2 Update Mode	t by Term: <u>N</u> No	
3 Saved List Name:		
4 AR Accountholders:	1: 2: 3: 4:	
5 AR Types Included:	1: 2: 3:	
6 AR Types Excluded:	1: 2: 3:	
7 Terms:	1: 2: 3:	
8 Additional Selection	on Criteria: No	

Figure 4-18: Example of the Create Zero Dollar Payment (CZDP) Screen

The key fields on the Create Zero Dollar Payment (CZDP) screen are described below. Refer to online help for information about the remaining fields.

Create Zero Payment by Term. The need to create zero payments by term is directly affected by how you have defined non-term payment allocation at your institution. Because you can limit whether non-term payments can be allocated to term charges, you may need to run this process multiple times to create both term and non-term zero dollar payments to get the results you want.

If term balances are important to your institution, you will usually want to set this flag to Y. Setting this flag to N may have unintended effects on past term balances, or may have no affect at all, depending on how you have defined non-term payment allocation. See "Non-Term Payment Allocation" on page 4-103 and *Getting Started with the Student System* for additional information about defining non-term payment allocation. Refer to table 4-45 on page 4-110 for help with determining when a term or non-term zero dollar payment needs to be created.

Enter \mathbf{Y} to have Colleague create zero dollar payments for each term in which a term payment is needed to balance debit and credit invoice items. You can limit the terms for which zero dollar payments are created by entering specific terms in the Terms field on CZDP.

Enter N to create *non-term* zero dollar payments as needed to balance debit and credit invoice items.

Update Mode. Enter **N** to produce a report only of the account holders for whom zero dollar payments will be created without actually creating the payments. This option allows you to review and correct any errors before actually posting the payments to the selected accounts. You can run this process in non-update mode as many times as you need to get the desired results. Once you are satisfied with the report, change the update mode to \mathbf{Y} to actually create the zero dollar payments and produce a report of the zero dollar payments posted to accounts.

The accounts for which zero dollar payments will be created can change when you run the process in update mode. For example, if a non-term cash receipt payment is received and posted to an account between the time you run the report in non-update mode and the time you actually create the zero dollar payments in update mode, a payment may not be created for that account.

Terms. When creating zero dollar payments by term, you can specify individual terms for which you want to create zero dollar payments by listing them in the Terms field. If you do not enter any terms, Colleague evaluates invoices and payments for *all* terms, and creates term zero dollar payments as needed for *all* terms.

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.

You may want to specify terms, as running CZDP for *all* terms may have unintended effects on past term balances.

Generating the Payment Allocation Report

Colleague provides a payment allocation report that lists all or selected payments for one or more account holders, including to what charges those payments are allocated (if any). This report can be run for any type of payment, including zero dollar payments.

For each *payment* listed, Colleague provides the following information:

- accountholder ID and name
- AR type, payment ID, date, term (if any), payment source, payment amount, payment reversal amount (if any), and payment items

For each *payment item*, Colleague provides the following information:

- payment item ID (internal number), invoice allocation indicator, and allocation source
- invoice item ID (internal number) to which the payment item is allocated (if any), AR code, invoice term (if any), payment item amount, and payment item reversal amount (if any)

Colleague also provides totals for each accountholder.

Understanding the Payment Allocation Report

The payment allocation report shown in Figure 4-19 on page 4-116 provides a comprehensive view of how a specific payment has been allocated, including any amount that has not been allocated. You can use this report as a starting point to research allocation issues for an AR account, or for a particular payment. Some information on the report is self-explanatory; other information is explained below.

Payment Source ("Pmt Srce" column). Payments are listed on this report with the payment sources found in table 4-46.

Payment Source	Description	
RCPT	cash receipt payment	
FA	financial aid payment	
DEP	deposit payment	
SB	sponsor billing payment	
REF	refund voucher payment	
SYS	system-generated payment (zero dollar payment)	
PRD	payroll deduction payment	
TR	transfer <i>invoice</i> payment (from account transfer process)	

Table 4-46: Payment Sources on the Payment Allocation Report

Payment Item ID. This is an internal number generated by Colleague for each payment item associated with a payment, and is not displayed on any Colleague screens. Payment items for a payment may include items created by Colleague to offset debit and credit invoice items on an account. Zero dollar payments only have offsetting debit and credit payment items.

Invoice Allocation Indicator ("I" column). This is an internal code associated with each payment, and is not displayed on any Colleague screen. Payment items are listed on this report with the following invoice allocation indicators:

- Y indicates that the payment was manually allocated at the invoice level
- N indicates that the payment was *not* manually allocated at the invoice level

Type of Payment	Allocation Source	Description
RCPT DEP	U	indicates that the payment item was manually allocated at the invoice-item level
RCPT DEP REF SYS PRD	S	indicates that the payment item was system-allocated by Colleague
FA	FA	indicates that the payment was allocated by the FA transmittal process
SB	SB	indicates that the payment was allocated by the sponsor billing process
TR	TR	indicates that the payment was allocated by the account transfer process

Table 4-47: Allocation Sources on the Payment Allocation Report

Invoice Item ID. This is an internal number generated by Colleague for each invoice item associated with an invoice, and is not displayed on any Colleague screens.

To obtain the invoice number related to an invoice item, use the Payment Inquiry (PAYI) screen for the corresponding *payment* ID (not payment item ID).

	e 14 2002 17				มโซม	ment Allow	ttan Repa	к Г					1 জন্ম
e fr	Provent a ID	Payoont Date	faywant Tarm	Rot Bree	Payoant Aorant	Frynant Rav Amt	Payment Item ID	B I	Invelce Item ID	AR Code	Inutes Term	Payment Item Amt	Payment Rev Ant
	1744 Jue II	06/01/2002		RCFT	100.00		68 8E 5 2	. 8	872752	DBIN		1 8	
1	26898	2002/10/90		RCFT	150.00	19.19	568E52 968E52	0 0 2 2	: LetoT 227580	INL	02 (YA	100.00 100.00 50.00	8.0
1	26896	2002/10/90	02 / FA	RCFT	200.00	-14	TG BE S ?	B X	1 etel : 227580	INL	02/TA	150.00	8.0
1	26895	2002/10/90	лв/ 20	RCFT	150.00	14	06865;	0 2	: 1=101 22757 2	DBIN	DB/ 20		0.0
8	26897	2002/10/90	78/20	RCFT	200.00		E68E5; 268E5;	8 8 2 2	: LetoT 227579	MIBC	лв/ 20		
				1					latoI		1	200.00	0.00
2 2	Ferson al Payments	Total: Processed	л		8.	8.						8.8	

Figure 4-19: Example of Payment Allocation Report (PALR) Report

Running the Payment Allocation Report (PALR) Process

Use the Payment Allocation Report (PALR) screen to generate the report as shown in figure 4-20 below.

06/21/02 11:36	PAYMENT ALLOCATION REPORT	PALR
1 Input Saved List Name: 2 Start/End Date: 3 Terms to Process:] 1: 2: 2:	
4 AR Accountholder:	5: 1: 1091744 Joe Inquiry 2: 3:	
5 AR Type:	1: 01 Student Receivables 2: 3:	

Input Savedlist LookUp:

Figure 4-20: Payment Allocation Report (PALR) Screen

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.

Procedures for Allocating Payments Automatically

This section provides the procedures for

- allocating payments in batch mode
- creating zero dollar payments
- generating the payment allocation report

Procedure for Allocating Payments in Batch Mode

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.

Batch payment allocation affects *only* payments that have been *system-allocated*. Refer to "Allocating Payments Manually" beginning on page 4-123 for information on manually allocating payments.

BPMA never unallocates a deposit payment originally allocated in a fiscal year that is now closed.

Step	Action	Hints
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" beginning on page 4-97 and <i>Getting Started</i> <i>with the Student System</i> for information.
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.
3	Access the Batch Payment Allocation (BPMA) screen.	
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.

Table 4-48: Steps for Batch Payment Allocation

Step	Action	Hints
5	Enter any specific terms for which you want payments to be affected by the allocation process.	If you do not enter any terms, Colleague allocates all
	Only payments assigned to the term(s) you specify are processed by BPMA.	payments, both term and non-term.
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	
	• AR types to include or exclude (but not both)	
7	Finish from the BPMA screen.	
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" beginning on page 5-17 for information.
9	Determine if any zero dollar payments need to be created to offset debit and credit invoice items.	See "Understanding Zero Dollar Payments" on page 4-109.
10	Run the Create Zero Dollar Payments (CZDP) process as necessary to create offsetting payment items.	See "Procedure for Creating Zero Dollar Payments" on page 4-119.

 Table 4-48: Steps for Batch Payment Allocation (Continued)

Procedure for Creating Zero Dollar Payments

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

Step	Action	Hints
1	Run the Batch Payment Allocation (BPMA) process first, and determine which accounts (if any) may need zero dollar payments.	See "Procedure for Allocating Payments in Batch Mode" on page 4-118 for information.
	You can create a saved list of those accounts to use with CZDP.	
2	Access the Create Zero Dollar Payments (CZDP) screen.	

 Table 4-49: Steps for Creating Zero Dollar Payments

Step	Action	Hints
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" on page 4-109 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.
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.
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. You may want to list specific terms as running CZDP for <i>all</i> terms may have unintended affects on your past term balances.
6	Finish from the CZDP screen to generate the report.	
7	Review the report, and make any necessary adjustments to the Colleague database, or to the criteria entered on the CZDP screen.	
8	Repeat step 2 through step 7 as needed until the report contains the correct information.	
9	Access the CZDP screen.	
10	Set the Update Mode parameter to Y.	Colleague will post the zero dollar payments to the accounts when you finish from the screen.
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.

 Table 4-49: Steps for Creating Zero Dollar Payments (Continued)

Procedure for Generating the Payment Allocation Report

Complete the steps listed below to generate the payment allocation report for one or more accountholders.

Step	Action	Hints
1	Identify any individual payments for which you want to run this report.	You can create a saved list used to limit selection.
2	Access the Payment Allocation Report (PALR) screen.	
3	Enter any selection criteria used to limit the payments processed including:	
	 saved list of IDs from the AR.ACCOUNTS file start and end dates terms to process specific AR accountholders AR types to include or exclude (but not both) 	
4	Finish from the PALR screen.	

Table 4-50: Steps for Generating the Payment Allocation Report

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Allocating Payments Manually

Using Accounts Receivable & Cash Receipts

In This Chapter

When an individual makes a payment against his or her AR account, you may elect to let Colleague allocate the payment automatically (system-allocation), or may elect to manually allocate the payment (user-allocation) to specific invoices or invoice items. You can also manually reallocate or unallocate a payment that has been previously allocated. This chapter describes various aspects of manual payment allocation, including reallocation and unallocation, as outlined in table 4-51 below.

For Information About	See
factors that affect allocating payments manually	"Understanding Manual Payment Allocation" on page 4-125
how to allocate payments to specific invoices and invoice items	"Using Manual Payment Allocation" on page 4-129
how to reallocate manually allocated payments	"Understanding Manual Payment Reallocation" on page 4-134
printing a report that shows how one or more payments are allocated	"Generating the Payment Allocation Report" on page 4-113

 Table 4-51: Locating Information About Manual Payment Allocation

There are two types of payments in Colleague that can be manually allocated:

- cash receipt payments
- deposit payments

This chapter deals specifically with manually allocating cash receipt payments. For information on manually allocating deposit payments, refer to "Allocating Deposits" beginning on page 5-17.

In this chapter the term "payment" usually refers to a cash receipt payment unless otherwise specified as another type of payment.

Before You Begin

Before you read this chapter, you should become familiar with the concepts listed in table 4-52 below.

For Information About	See
processing different types of payments in Colleague	"Overview of Payments" beginning on page 4-1
processing deposit payments	"Overview of Deposits" chapter beginning on page 5-1
how Colleague system-allocates payments to charges	"Allocating Payments Automatically" beginning on page 4-95

Table 4-52: Finding Additional Information About Payment Allocation Concepts

Understanding Manual Payment Allocation

The purpose of manual payment allocation is to apply payments to specific outstanding charges on an AR account so that those charges always remain paid by that specific payment.

When a cashier elects to manually allocate a payment amount to specific invoices or invoice items, Colleague gives that allocation the highest priority, meaning that it never considers any other funds that might be available to cover the same charges. This lets you, and the account holder, control specifically how the payment is being applied.

For example, a student may have a balance that is made up of tuition charges, bookstore charges, a parking permit, and room and board charges. Because his parents and his financial aid cover most everything except the parking permit, the student chooses to pay that invoice directly. When he makes the payment at the business office, the cashier locates the invoice for the parking permit and allocates his payment directly. When any other payments are received, even if they could cover the parking permit, Colleague does not automatically reallocate the payment because it has been manually allocated by the cashier.

Conce a payment is manually allocated, that amount can only be manually reallocated or unallocated. Colleague *never* reallocates or unallocates a manually allocated payment.

See "Allocating Payments Automatically" beginning on page 4-95 for information about how Colleague system-allocates payments.

Partially User-Allocated Payments

With manual payment allocation, you can elect to allocate the entire payment amount to outstanding charges on an account, or you can choose to manually allocate only part of the payment. When you partially user-allocate a payment, the remaining payment balance is subject to Colleague's automatic payment allocation process, which may include creating additional payment items as needed to offset debit and credit invoices on an account (see "Allocating Payments Automatically" beginning on page 4-123 for information about offsetting payment items).

For example, an account has \$1000 tuition charges and \$250 bookstore charges for the Fall term. The student makes a \$1000 Fall term payment and requests that \$250 go towards paying off the bookstore charges. If you manually allocate the \$250 to the bookstore charges, Colleague takes the remaining \$750 and system-allocates it as needed to other outstanding fall charges, in this case, tuition. If there were no other eligible charges to be paid, the payment balance would remain unallocated on the account.

Payment Term Limitations

When you record a payment, whether or not you specify a term for the payment has a direct effect on which charges it can pay.

Term Payment Allocation

When you manually allocate a term payment, Colleague only allows you to pay charges with the same term as the payment. For example Colleague would only allow you to use a Fall 2002 payment to pay charges with the same term (Fall 2002). Colleague never allows you to use a term payment to pay charges from other terms (for example, Summer 2002), or to pay non-term charges. However, Colleague does provide a process to transfer payments between terms, or to change a term-related payment to a non-term payment. For information on how to transfer payments from one term to another, see "Transferring AR Payments" beginning on page 6-39.

If term balances are important to your institution, Datatel strongly recommends that you record all payments for term-related charges with the corresponding term.

When you manually allocate a non-term payment, you can use it to pay any charges, both term and non-term. However, if you *partially* user-allocate a non-term payment, the payment balance is subject to system-allocation by Colleague, which is defined by a system-wide parameter on the AR Defaults and Parameters (ARDE) screen. This parameter lets your institution determine whether non-term payments can be system-allocated to term charges as well as non-term charges, non-term charges only, or a restricted combination of both. See *Getting Started with the Student System* for detailed information about defining this parameter.

If you do not allow non-term payments to be allocated to term charges, non-term payments received will *never* pay term charges on an account unless they are manually allocated to specific term invoices or invoice items.

Levels of Manual Allocation

There are two levels at which you can manually allocate a payment:

- invoice level
- invoice-item level

An invoice represents a single charge to an account, and each invoice is made up of one or more invoice items that provide the details of the charge. For example, when Colleague calculates a student's registration charges, the invoice would provide the final charge while the invoice items would itemize that total in terms of tuition, registration charges, and any applicable fees or other charges (such as drop or withdrawal fees).

When you allocate payments at the invoice level, you select a specific invoice that you want to pay and the amount that you want to pay. Using a pre-defined set of allocation priorities, Colleague system-allocates the payment amount to the invoice items related to the selected invoice. This level is referred to as "invoice" allocated.

When you allocate payments at the invoice-item level, in addition to selecting a specific invoice, you further select the individual invoice items that you want to pay. This is referred to as "user-allocated," as it allows you, the user, to specify the charges covered by the payment instead of letting Colleague decide.

Payments that are automatically allocated by Colleague with no manual intervention are referred to as "system-allocated."

To determine how a payment has been allocated, and at what level, use the Payment Inquiry screen as shown in figure 4-21 on page 4-128.

06/25/02 Leonard,	14:36 Georget	te	PAYMENT INQU ID: 109190	IRY 6			PAYI
Date							
6 Payment 1: 2: 3: 4: 5: 6:	Amt 250.00 150.00 200.00 100.00	Reversal Amt	* Invoice 000024534 000024533 000024533	Allocation User Invoice System System	Source	* Pay	Plan
	700.00	0.00	Total Pa	yment Amt:	700	.00	

Figure 4-21: Viewing Payment Allocations on the Payment Inquiry (PAYI) Screen

In the example above, the following payment items were created for the \$700 cash receipt shown:

- \$250 manually allocated to a specific invoice item on invoice number 24534 (User)
- \$150 manually allocated to invoice number 24533 (Invoice)
- \$200 system-allocated by Colleague to invoice number 24533 (System)
- \$100 not allocated to any invoices (System)

Using Manual Payment Allocation

Use the AR Payment Allocation (ARPA) screen and the AR Payment Detail (ARPD) screen to manually allocate a cash receipt payment. You must access the AR Payment Allocation screen from the Cash Receipt Entry (CREN) screen at the time that you record the payment. The AR Payment Detail (ARPD) screen is available from the AR Payment Allocation screen.



Figure 4-22: Example of a Manual Payment Allocation

Allocating Payments at the Invoice-Level

Use the AR Payment Allocation (ARPA) screen to manually allocate payments to specific invoices.



Figure 4-23: Example of Allocating a Payment to an Invoice

The AR Payment Allocation screen has the following main sections:

- outstanding invoices group
- outstanding payment plans group
- fees group

Each of these sections is described below. Refer to online help for information about the remaining fields on this screen.

Outstanding Invoices Group

Each outstanding invoice (balance due greater than zero) that the individual has is listed in this group. If the payment is term-specific, only outstanding invoices with the same term are listed. To pay a specific invoice:

- 1. go to the Pay field of the invoice you want to allocate a payment against
- 2. enter \mathbf{Y} in the Pay field
- 3. go to the Payment field
- 4. enter the amount allocated to this invoice

If you want to allocate a payment to a specific line item, detail to the AR Payment Detail (ARPD) screen from the Pay field. See "Allocating Payments at the Invoice Item-Level" on page 4-133 for more information about allocating a payment to a specific invoice line item.

Pay. Enter "Y" to apply all or part of this payment to a specific invoice. If you do not enter a "Y", and still enter a payment amount for an invoice, Colleague defaults this field to "Y" and allocates the payment amount you enter.

Payment. Enter the amount of the current payment to be allocated against the corresponding invoice. The payment amounts entered here along with all payments recorded against payment plans and fees represent the total payment received.

When you select an invoice for payment, Colleague defaults an amount into this field depending on the invoice balance as well as on the payment balance. If the payment balance is less than the invoice balance, Colleague defaults in the remaining payment balance. If the payment balance is greater than the invoice balance, Colleague defaults in only the amount of the invoice balance. You can either accept this amount or enter a different amount.

Payment Plan Group

Each outstanding payment plan (balance due greater than zero) that the individual has is listed in this group. To allocate a payment towards one or more specific payment plans

- 1. go to the Pay field of the payment plan you want to allocate a payment against
- 2. enter \mathbf{Y} in the Pay field
- 3. go to the Payment field
- 4. enter the amount allocated to this payment plan

When you select a payment plan, Colleague defaults the Amount Due into the Payment field. You can either accept this amount or enter a different amount. The amount that you enter for the payment cannot be greater than the remaining amount due on the payment plan. The sum of all payments recorded against invoices, payment plans and fees represent the total payment received.

Next Pmt. Colleague displays the date of the earliest payment plan schedule item that is not fully paid.

Past Due. If this payment is past due, "Yes" is displayed. A payment plan payment is past due if the payment date is greater than the date of the next payment (displayed in the Next Pmt field) plus any grace period days allowed.

Balance. Displays the current balance of this payment plan.

Amount Due. If this payment is past due, the total amount due is displayed. The total amount due is the scheduled payment plus any late charges and interest accrued. If this payment is not past due, the scheduled payment amount is displayed.

Payment. Enter the amount to be allocated against the corresponding payment plan. The payment amounts entered here along with all payments recorded against invoices and fees represent the total payment received.

If an individual has a payment plan set up, and you make a payment for that individual without allocating any of it to the payment plan, Colleague issues a warning when you attempt to finish the transaction on the Cash Receipt Entry (CREN) screen. You can decide to continue with the transaction, even if you have not allocated any of the payment to the payment plan. Or you can choose not to finish the transaction, and return to the AR Payment Allocation (ARPA) screen to allocate some or all of the payment to the payment plan.

Fees Group

You can use the fees group to both assess specific charges to a person's account and make payment. When a fee is paid, Colleague automatically creates an invoice at the same time and assigns it the same term as the payment being recorded (if any). To assess a fee, enter the AR code for that fee. Colleague defaults the associated charge and tax, if any, along with its total and payment amount. You can change the default amounts if needed.

Do not use the Fees Group to pay application, program or academic level fees. See "Recording Admissions Application Fees" beginning on page 4-39 for information about using the Application Fees Entry (CRAF) screen. Use the AR Payment Detail (ARPD) screen to manually allocate payments to specific invoice items.

	08/14/97 13:39 AR PAYM Cashier: Date: 08/14/97 Garfield, Jonathan F. ID	IENT DETAIL Ses: Loc: D: 0050886	sion.: ation:	ARPD
Invoice Items Group	AR Type: 01 Student Receiva Term 97/FA 1997 Invoice: 000003549 Registratio	ıble ın - 97/FA		
	1 PayAR CodeDescription1: YesACTStudent Government2: YesHLTHealth Service Fee3: NoTUIFTTuition, Full-Time4: NoTUIFTTuition, Full-Time5: NoTUIFTTuition, Full-Time6: NoTUIFTTuition, Full-Time7: NoTFTTuition Full Time8:	_	Balance 40.00 26.00 640.38 853.84 640.38 640.40 750.00	Payment 40.00 26.00
	2 * Invoice Detail: _	Totals:	3,591.00	66.00

Figure 4-24: Example of a Payment Allocated to a Specific Invoice Item

You can only access the AR Payment Detail screen by detailing from a specific invoice on the AR Payment Allocation screen. When you access the ARPD screen, each invoice item that makes up the selected invoice is displayed in the Invoice Item group. An invoice represents a single charge to an account and each invoice is made up of one or more invoice items that provide the details of the charge. For example, when Colleague calculates a student's registration charges, the invoice would provide the final charge while the invoice items would itemize that total in terms of tuition, registration charges, and any applicable fees or other charges (such as drop or withdrawal fees). To allocate a payment against a specific invoice item, you must access the AR Payment Detail screen.

Invoice Items Group

Pay. Enter **Y** to allocate all or part of a payment to the associated invoice line item.

Payment. When you select an invoice line item to pay, Colleague defaults an amount into this field depending on the invoice balance as well as on the payment balance. If the payment balance is less than the invoice item balance, Colleague defaults in the remaining payment balance. If the payment balance is greater than the invoice item balance, Colleague defaults in only the amount of the invoice item balance. You can either accept that amount or enter a different amount. The amount that you enter is the payment that Colleague allocates to this line item.

Understanding Manual Payment Reallocation

There are two ways in which a payment can be reallocated: batch payment allocation (BPMA) and manual reallocation. Batch payment allocation is used to reallocate unallocated and system-allocated payments only. See "Understanding Batch Payment Allocation" on page 4-104 for information about reallocating payments in batch mode.

If you need to change the way that a payment had been *manually allocated*, you can enter a payment allocation adjustment.

This section does not describe how to manually reallocate deposits. For information on deposit allocation, see "Allocating Deposits" beginning on page 5-17.

Adjusting Manual Payment Allocations

Use the Payment Allocation Adjustment (PAAA) screen and the Payment Adjustment Detail (PAJD) screen to reallocate a *manually allocated* payment. Colleague displays the invoices to which the payment is manually allocated along with any outstanding invoices to which the payment could be reallocated¹.

^{1.} While you can use the payment allocation adjustment screens to adjust system-allocations, the PAAA and PAJD screens do not show how such payments are currently allocated—the screens only show the outstanding invoices to which you can reallocate a system-allocated payment.



Figure 4-25: Example of a Reallocated Payment

This section describes the key fields on the Payment Allocation Adjustment screen. Refer to online help for information about the other fields on this screen and for fields on the Payment Adjustment Detail (PAJD) screen.

Original Pmt. For each invoice listed, the amount that was *manually* allocated to that invoice is $displayed^2$. This is the payment amount that you can adjust in the Invoice Pmt field.

Invoice Pmt. To reallocate a payment, enter an amount that is no greater than the original payment amount in this field.

Colleague does not allow you to reallocate more than the Original Pmt amount.

^{2.} Payments that were system-allocated by Colleague do not show amounts in this field.

If an amount displays in the Item Pmt field on PAAA, then the original payment was manually allocated to one or more invoice items and the amount in the Item Pmt field represents the amount of that item-level allocation. When there is an amount in that field, then you cannot enter an invoice adjustment that is less than the amount of the invoice item adjustment. For example, if a \$500 payment was recorded and \$250 of the payment was allocated to a specific line item, then you cannot reallocate the payment for less than \$250. You can, however, unallocate a line item adjustment so that you can then adjust the invoice-level allocation to an amount less than the original invoice item allocation.

Item Pmt. Displays a value if all or part of the original payment was manually allocated to one or more invoice line items. From this field you can access the Payment Adjustment Detail (PAJD) screen.

Pmt Plan. If the payment that you are reallocating was made against a payment plan, that payment plan is listed here. You can access the Payment Plan Schedule (PPLS) screen from the Original Pmt field.
Procedures for Allocating Payments Manually

This section provides the procedures for

- manually allocating payments to one or more invoices
- manually allocating payments to one or more invoice items
- reallocating payments allocated to one or more invoices
- reallocating payments allocated to one or more invoice items

Procedure for Manually Allocating Payments to One or More Invoices

Complete the following steps to manually allocate a payment to a specific invoice.

Use "Procedure for Manually Allocating Payments to One or More Invoice Items" on page 4-139 if you want to allocate all or part of the payment to specific invoice items.

Step	Action	Hints
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" on page 4-28 or "Procedure for Opening a Session With a Batch" on page 4-30 if you want to associate this payment with a batch.
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.
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.

Table 4-53: Steps for Manually Allocating a Payment to One or More Invoices

Step	Action	Hints
4	Access the AR Payment Allocation (ARPA) screen from the Amount field.	
5	Go to invoice you want to allocate this payment to.	
6	Enter Y in the Pay field.	
	Colleague defaults the balance of that invoice in the Payment field.	
7	Enter the amount that you want to allocate toward that invoice if different from the amount defaulted into the Payment field.	
8	Repeat this procedure, beginning with step 5 for each invoice you want to allocate the payment toward.	
9	Save the information recorded on the AR Payment Allocation screen.	
	The Cash Receipt Entry screen is redisplayed.	
10	Finish recording the payment on the CREN screen.	See "Components of a Transaction" on page 4-4 for information about the CREN screen.
11	Save your work.	See "Procedure for Closing an Open Batch" on page 4-87 for information about closing this batch.
		See "Procedure for Reconciling a Cash Receipt Batch" on page 4-92 for information about reconciling this batch.

Table 4-53: Steps for Manually Allocating a Payment to One or More Invoices (Continued)

Procedure for Manually Allocating Payments to One or More Invoice Items

Complete the following steps to manually allocate a payment to a specific invoice item:

Step	Action	Hints
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" on page 4-28 or "Procedure for Opening a Session With a Batch" on page 4-30 if you want to associate this payment with a batch.
2	Enter the name or ID of the account holder.	
	Complete the AR Account Holder group.	
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.
4	Access the AR Payment Allocation (ARPA) screen from the Amount field.	
5	Go to the Pay field of the invoice you want to allocate this payment to.	
6	Access the AR Payment Detail (ARPD) screen.	
7	Go to the Pay field of the invoice item you want to allocate this payment to.	
8	Enter Y in the Pay field.	
	Colleague defaults the balance of that invoice item in the Payment field.	
9	Enter the amount that you want to allocate toward this invoice item if different from the amount defaulted into the Payment field.	
10	Repeat this procedure, beginning with step 7 for each invoice item you want to allocate the payment toward.	

Table 4-54: Steps for Manually Allocating Payments to One or More Invoice Items

Step	Action	Hints
11	Save the information recorded on the AR Payment Detail screen.	
	The AR Payment Allocation screen is redisplayed.	
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" on page 4-137 if you want to allocate the remainder of the payment to a specific invoice.
13	Save the information recorded on the AR Payment Allocation screen.	
	The Cash Receipt Entry screen is redisplayed.	
14	Finish recording the payment on the CREN screen.	See "Components of a Transaction" on page 4-4 for information about the CREN screen.
15	Save your work.	See "Procedure for Closing an Open Batch" on page 4-87 for information about closing this batch.
		See "Procedure for Reconciling a Cash Receipt Batch" on page 4-92 for information about reconciling this batch.

 Table 4-54: Steps for Manually Allocating Payments to One or More Invoice Items (Continued)

Procedure for Reallocating Payments Allocated to an Invoice

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

Step	Action	Hints
1	Access the Payment Allocation Adjustment (PAAA) screen for the payment you want to reallocate.	When you select the AR account holder, you can use the following LookUp abbreviations to help you find a specific record:
		• ; r receipt number
		• ; a AR type
		• ;t term
		• ; d date
2	Go to the invoice with the payment you want to reallocate.	
3	Go to the Invoice Pmt field.	
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" on page 4-142 for more information.
5	Repeat this procedure, beginning with step 2 for each invoice amount you want to reallocate.	
6	Leave the Payment Allocation Adjustment screen.	

Table 4-55: Steps for Reallocating Payments Made to a Specific Invoice

Procedure for Reallocating Payments Allocated to an Invoice Item

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

Step	Action	Hints
1	Access the Payment Allocation Adjustment (PAAA) screen for the payment you want to reallocate.	When you select the AR account holder, you can use the following LookUp abbreviations to help you find a specific record:
		• ; r receipt number
		• ; a AR type
		• ;t term
		• ; d date
2	Go to the invoice with the payment you want to reallocate.	
3	Go to the Item Pmt field.	
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.	
5	Go to the Adjusted Pmt field of the invoice item you want to adjust.	
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.
7	For any additional invoice items, repeat step 5 and step 6.	
8	Save your work.	
	The Payment Allocation Adjustment (PAAA) screen is redisplayed.	
9	Leave the Payment Allocation Adjustment (PAAA) screen.	

Table 4-56: Steps for Reallocating Payments Made to a Specific Invoice Item

Using Accounts Receivable & Cash Receipts

Deposits

Overview of Deposits

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter explains the general concepts used with Colleague's deposit functionality. It includes sections on deposit terminology, a high-level overview of deposits, as well as detailed descriptions of deposit functions. Table 5-1 lists specific sections in this chapter and the information they provide.

Section	Description
"Deposit Terminology" on page 5-2	provides a list of terms used in explaining Colleague's deposit functions
"Understanding Deposits" on page 5-4	includes a comprehensive overview of Colleague's deposit functionality
"Deposit Functions" on page 5-6	contains high-level descriptions of deposit functions and their associated process names and mnemonics as well as individual sections explaining each deposit function in detail

Table 5-1: Information in the "Overview of Deposits" Chapter

Deposit Terminology

The discussions in the "Deposits" part of this manual refer to a number of terms and functions that have specific meaning to Colleague. These terms are defined in table 5-2. Before you read the chapters in the Deposit part, you should become familiar with Colleague's deposit terminology as well as the functions outlined in the "Deposit Functions" section of this chapter beginning on page 5-6.

The terminology explained in the table below is used throughout the chapters on deposits.

Terminology	Definition
allocate a deposit	Using either Colleague's individual or batch deposit allocation process, apply all or part of a deposit as payment to charges on an individual AR account.
	Allocating a deposit creates a deposit payment on the AR account that can have one or more payment items associated with one or more invoice items.
AR account	A receivable account contains the charges and credits for an individual. Charges on an AR account can be paid by different types of payments (AR payments, deposit payments, sponsored billing payments & financial aid payments).
AR payment	A cash receipt that has been applied as payment to an individual AR account. An AR payment may or may not be allocated to specific charges on the AR account.
automatic deposit type	Deposit type definition that allows the deposit to be automatically allocated by Colleague, with or without using allocation rules.
	An automatic deposit type can be either unrestricted (without allocation rules) or restricted (with allocation rules).
automatically allocate a deposit	Using Colleague's batch deposit allocation process (either with or without allocation rules), allocate all or part of a deposit as payment to charges on an individual AR account.
calculate interest on a deposit balance	Calculate interest due on the unallocated deposit balance, and post it to the deposit account.
deposit	Money held as security or as a potential future payment against an individual AR account.
deposit account	A deposit account contains the amount of a deposit that is not currently allocated to charges on an individual AR account. An individual can have more than one deposit account, for example, a tuition deposit account and a room deposit account.
deposit balance	The amount of a deposit account that is not currently allocated to any charges on an individual AR account.

 Table 5-2: Definitions of Colleague Deposit Terminology

Terminology	Definition
deposit payment	The amount of a deposit that has been allocated as payment to charges on an individual AR account.
	A deposit payment can have one or more payment items associated with one or more invoice items.
deposit type	Code defining the category of deposit. Parameters associated with this code determine how a deposit may be allocated as payment.
	See Getting Started with the Student System for more information.
manual deposit type	Deposit type that requires the deposit to be manually allocated.
manually allocate a deposit	Using Colleague's individual deposit allocation process, manually allocate all or part of a deposit as payment to charges on an individual AR account.
overallocation	Condition which occurs when an invoice or invoice item which was previously paid by a deposit payment is superseded by another form of payment (for example, sponsor billing or financial aid), causing the invoice to become overpaid (also referred to as overallocating a deposit).
payment allocation	Colleague's process used to allocate/unallocate/reallocate payments to invoices or invoice items.
reallocate a deposit	Using one of Colleague's deposit allocation processes, allocate all or part of a previously allocated deposit to different invoices or invoice items.
receive a deposit	Receive money on behalf of a deposit account holder as security or as a potential future payment.
refund a deposit	Using either Colleague's individual or batch deposit refund process, create a deposit refund voucher for an unallocated deposit balance.
restricted deposit	Deposit with a deposit type definition which allows it to be automatically allocated by Colleague using allocation rules.
reverse a deposit	Reverse a cash receipt that contains a deposit.
reverse a deposit refund	Void an unpaid deposit refund voucher.
transfer a deposit	Using either Colleague's individual or batch deposit transfer process, move all or part of an unallocated deposit balance to another term or non-term.
unallocate a deposit	Using one of Colleague's allocation processes (deposit or payment), remove a deposit payment from an individual AR account.
unallocated deposit payment	A deposit payment previously allocated to an invoice or invoice item on an individual AR account that has been superseded by another type of payment (for example, sponsor billing or financial aid).
	Colleague does not allow unallocated deposit payments to remain on an AR account, and forces them to be returned to the deposit account.
unrestricted deposit	Deposit with a deposit type definition that allows it to be automatically allocated by Colleague without using any allocation rules.

Table 5-2: Definitions of Colleague Deposit Terminology (Continued)

Understanding Deposits

When an institution receives money from an individual, it can be directly applied to the individual's AR account as an AR payment. Or, you can record the money as a deposit to be held as security or as a potential future payment against the individual's AR account. See "Overview of Payments" beginning on page 4-1 for information about different types of payments.

A deposit is held in a separate deposit account for the individual until such time that it is allocated to the individual's AR account as payment for specific charges. Deposits are only reflected in an AR account's balance *after* they have been allocated to charges, becoming deposit payments on the AR account.

Each deposit you receive for an individual is recorded with a deposit type. The deposit type describes the purpose of the deposit, and determines how a deposit can be allocated. For example, you may define a deposit type to be used for tuition charges, and specify the kinds of tuition charges that can be paid by that deposit using deposit allocation rules.

You can define a deposit type so that it can be automatically allocated by Colleague's batch deposit allocation process, with or without the use of rules. Deposits that are automatically allocated by Colleague without using allocation rules are referred to as "unrestricted deposits." Deposits that can be automatically allocated by Colleague according to deposit allocation rules are referred to as "restricted deposits." See *Getting Started with the Student System* for information about defining deposit types. See "Factors Affecting Deposit Allocation" beginning on page 5-20 for more on restricted and unrestricted deposits.

You can also define deposits that need to be manually allocated to an AR account. Colleague *never* allocates these types of deposits automatically. Once you have manually allocated any type of deposit, Colleague *never* automatically reallocates or unallocates that deposit payment for any reason, even if the deposit type is defined as one that can be automatically allocated by Colleague.

Deposit payments can be both unallocated from an individual's charges and returned to the deposit account and/or reallocated to other charges for the individual. The method you use to unallocate or reallocate a deposit payment depends on how the deposit was originally allocated to an AR account (automatically or manually). If a deposit was automatically allocated by Colleague, you can use either a batch allocation process to unallocate it and/or reallocate it, or you can do it manually. However, if a deposit was defined as needing manual allocation, or if a deposit of any type was manually allocated, you then need to make any unallocations or reallocations manually. See "Automatic Deposit Allocation" on page 5-32 and "Manual Deposit Allocation" on page 5-36 for detailed information.

In addition to unallocating a deposit payment, you can reverse all or part of a deposit by creating a deposit refund voucher for any amount that is not currently allocated to charges. You can totally reverse a deposit if the cash receipt on which it was originally recorded is reversed for any reason

(for example, for non-sufficient funds). See "Refunding Deposits" beginning on page 5-43 and "Modifying Posted Payments" beginning on page 4-66 for additional information.

If a deposit is recorded with a term, you can only allocate it to charges from that term. You can allocate a deposit recorded without a term to charges from any term. You can transfer all or part of an unallocated deposit recorded with a term to another term, or change it to a non-term deposit in order to fully allocate it. For example, if an individual has a deposit balance for the Fall term, but all Fall charges are fully paid, you may want to transfer the deposit balance to the Spring term so that it can be allocated to future charges. You can also change a term-related deposit balance to a non-term deposit balance to a term-related deposit as well. See "Transferring Deposits" beginning on page 5-57 for more information.

When you hold a deposit, you may choose to pay interest on the unallocated deposit balance. See "Calculating Interest on Deposits" beginning on page 5-73. You can determine the balance of your deposit accounts by generating a deposit trial balance report. See "Generating the Deposit Trial Balance Report" on page 9-101. All deposit allocation transactions must also be posted to the general ledger. See "Creating Deposit GL Posting Records" on page 9-29.

Refer to the sections that follow for additional descriptions of deposit functions.

Deposit Functions

With Colleague's deposit functionality, you can perform the types of deposit transactions outlined in table 5-3 below.

Function	Process Used
receive a deposit	Cash Receipt Entry (CREN) screen
	AR Refunds/Advances Void (VRAV)
allocate a deposit as payment (manually &	Deposit Allocation (DEAL)
automatically)	Deposit Allocation Detail (DEAD)
	Batch Deposit Allocation (BDAL)
unallocate a deposit payment (manually &	Deposit Allocation (DEAL)
automatically)	Deposit Allocation Detail (DEAD)
	Batch Deposit Allocation (BDAL) (only for deposits previously allocated by BDAL)
	Batch Payment Allocation (BPMA) (only for deposits previously allocated by BDAL that overpay charges)
	Cash Receipt Reversal (CRRE)
reallocate a deposit payment (manually &	Deposit Allocation (DEAL)
automatically)	Deposit Allocation Detail (DEAD)
	Batch Deposit Allocation (BDAL) (only for deposits previously allocated by BDAL)
refund a deposit	Deposit Refund (DPRF)
(create a deposit refund voucher)	Deposit Refund Register/Deposit Refund Voucher Create (DRRG/DRVC)
reverse a deposit refund (void a deposit refund voucher)	AR Refunds/Advances Void (VRAV)
reverse a deposit	Cash Receipt Reversal (CRRE)
transfer a deposit	AR Deposit Term Transfer (ADTT)
	Batch Deposit Term Transfer/Update (BDTT/DTTU)
calculate & post deposit interest	Deposit Interest Processing (DEIP)
generate a deposit trial balance report	Deposit Trial Balance (DPTB)
post deposit allocation transactions to the GL	Deposit GL Register/Posting (DGLR/DGLP)

 Table 5-3: Deposit Functions

Receiving a Deposit

Receiving a deposit consists of accepting money on behalf of the account holder as security or potential future payment. Money can become a received deposit as described below.

Record a Deposit on a Cash Receipt. Use the Cash Receipt Entry (CREN) screen to record a deposit.

Void a Deposit Refund Voucher. Use the AR Refunds/Advances Void (VRAV) screen¹ to void an unpaid deposit refund voucher.

Once a deposit has been received either as a cash receipt or as a voided refund voucher, you can perform the following functions:

- allocate the deposit as payment to charges on an individual AR account
- refund all or part of the unallocated deposit balance to the account holder
- transfer all or part of the unallocated deposit balance to another term or non-term
- reverse the original cash receipt on which the deposit was recorded

See the "Payments" part of this manual beginning on page 4-1 for information about recording payments and deposits.

^{1.} The VRAV screen resides in Colleague's Financial System Accounts Payable module. See *Using Accounts Payable* for information about voiding refund vouchers.

Allocating a Deposit

Allocating a received deposit consists of associating it as payment for specific invoices or invoice items on an individual AR account. A deposit can have an allocated status as described below.

Automatically Allocate a Deposit. Use the Batch Deposit Allocation (BDAL) process to have Colleague allocate a received deposit. Colleague produces a report of each deposit payment that BDAL allocates, unallocates, or reallocates.

Manually Allocate a Deposit. Use the Deposit Allocation (DEAL) and/or Deposit Allocation Detail (DEAD) screens to manually allocate a received deposit.

Once a deposit has been allocated as payment, you can perform the following functions:

- reallocate all or part of the deposit payment to other invoices or invoice items
- unallocate all or part of the deposit payment from invoices or invoice items
- reverse the original cash receipt on which the deposit was recorded

See "Deposit Allocation Functions" beginning on page 5-23 for information about allocating deposits.

Unallocating a Deposit Payment

Unallocating a deposit payment consists of removing the deposit payment from an individual AR account. You may need to unallocate a deposit payment if it is superseded by another form of payment (for example, sponsored billing or financial aid), causing the invoice or invoice item to become overpaid.

Colleague does not allow an unallocated deposit payment to remain on an AR account. Colleague requires you to run a batch allocation process to return the deposit payment to the deposit account *unless* the deposit was originally allocated in a closed fiscal year. Colleague only unallocates deposits for fiscal years that are currently open.

You may also want to unallocate all or part of a deposit if you want to transfer the deposit, or refund the deposit. If you reverse the cash receipt on which the deposit was originally recorded, Colleague automatically unallocates the deposit from any invoices or invoice items.

A deposit can become unallocated in one of the ways described below.

Automatically Unallocate Payments. Use the Batch Payment Allocation (BPMA) process to have Colleague unallocate a deposit payment previously allocated by the Batch Deposit Allocation (BDAL) process. BPMA only unallocates *system-allocated* deposit payments that *overpay* charges, otherwise, deposit payments are not affected by batch payment allocation.

Colleague produces a report of each deposit payment that is unallocated by BPMA. It also creates a saved list of the unallocated deposits which can be subsequently used with the Batch Deposit Allocation (BDAL) process to allocate the deposits to other charges.

Automatically Unallocate a Deposit. Use the Batch Deposit Allocation (BDAL) process to have Colleague unallocate a deposit payment previously allocated by the Batch Deposit Allocation (BDAL) process; BDAL *never* unallocates deposits that were manually allocated.

When you run BDAL, Colleague automatically attempts to reallocate unallocated deposit payments to other eligible charges if they exist on an AR account. If an unallocated deposit payment cannot be reallocated, Colleague returns all or part of it to the deposit account. Colleague produces a report of each deposit payment that BDAL allocates, unallocates, or reallocates.

Manually Unallocate a Deposit. Use the Deposit Allocation (DEAL) and/or Deposit Allocation Detail (DEAD) screens to manually unallocate an allocated deposit. You can use the DEAL or DEAD screens to unallocate a deposit that has been automatically or manually allocated. However, if a deposit has been manually allocated, you can only unallocate it using the DEAL or DEAD screens.

Reverse a Cash Receipt. Use the Cash Receipt Reversal (CRRE) screen to reverse a cash receipt on which a deposit was recorded.

Once a deposit payment has been unallocated, you can let it remain on the deposit account for future use, or you can perform the following deposit functions:

- reallocate all or part of the deposit to other invoices or invoice items
- transfer all or part of the unallocated deposit balance to another term or non-term
- refund all or part of the unallocated deposit balance to the account holder
- reverse the original cash receipt on which the deposit was recorded

See "Deposit Allocation Functions" beginning on page 5-23 for information about deposit unallocation. See "Allocating Payments Automatically" beginning on page 4-95 and "Allocating Payments Manually" beginning on page 4-123 for information about payment allocation. See "Modifying Posted Payments" beginning on page 4-66 for information about reversing cash receipts.

Reallocating a Deposit Payment

Reallocating a deposit payment consists of allocating all or part of a deposit payment to other invoices or invoice items. You may need to reallocate all or part of a deposit payment if it is superseded by another form of payment (for example, sponsored billing or financial aid), causing the invoice to become overpaid.

A deposit payment can be reallocated in one of the ways described below.

Automatically Reallocate a Deposit Payment. Use the Batch Deposit Allocation (BDAL) process to have Colleague reallocate a deposit payment previously allocated by the Batch Deposit Allocation (BDAL) process; BDAL *never* reallocates deposits that were manually allocated. Colleague produces a report of each deposit payment that BDAL allocates, unallocates, or reallocates.

Manually Reallocate a Deposit Payment. Use the Deposit Allocation (DEAL) and/or Deposit Allocation Detail (DEAD) screens to manually reallocate a deposit payment. You can use the DEAL or DEAD screens to reallocate a deposit payment that has been automatically or manually allocated. However, if a deposit payment was manually allocated, you can only reallocate it using the DEAL or DEAD screens.

Once a deposit payment has been reallocated, you can perform the following functions:

- reallocate all or part of the deposit to other invoices or invoice items
- unallocate all or part of the deposit to from invoices or invoice items
- reverse the original cash receipt on which the deposit was recorded

See "Deposit Allocation Functions" beginning on page 5-23 for information about reallocating deposits.

Refunding a Deposit Balance

Refunding a deposit consists of returning the unallocated deposit balance to a deposit account holder. You may need to refund all or part of a deposit balance if it was held as security and not fully allocated to any charges (for example, a dorm room deposit). Or, you may need to refund a deposit payment that has been superseded by another form of payment (for example, sponsored billing or financial aid) and subsequently unallocated, and there are no outstanding invoices on the AR account to which the deposit balance can be reallocated.

A deposit balance can be refunded in one of the ways described below.

Individual Deposit Refund. Use the Deposit Refund (DPRF) screen to manually create a refund voucher for a specific unallocated deposit amount.

Batch Deposit Refund. Use the Deposit Refund Register (DRRG) and Deposit Refund Voucher Create (DRVC) processes to have Colleague create refund vouchers for one or more unallocated deposit balances.

Datatel strongly advises that you *not* refund a deposit balance using Colleague's AR Refund (RFND) process or Refund Voucher Register/Creation (RFVR/RFVC) processes. Always use Colleague's *deposit* refund processes described on this page to refund deposit balances or your accounts may become out of balance.

If you need to refund a deposit that does not currently have a deposit balance, you may need to unallocate the deposit payment to create a deposit balance. For example, if a deposit payment is superseded by another form of payment, you need to unallocate the superseded deposit payment and then create a refund voucher for the deposit balance. See "Unallocating a Deposit Payment" on page 5-9.

Once a deposit refund voucher has been created and paid, you cannot perform any additional deposit functions on the refunded amount. You can, however, void the deposit refund voucher² if it has not already been paid.

See "Refunding Deposits" beginning on page 5-43 for information about deposit refunds.

^{2.} Voiding a refund voucher is part of Colleague's Financial System Accounts Payable module. See *Using Accounts Payable* for information.

Reversing a Deposit

Reversing a deposit consists of removing the entire deposit from an individual deposit account by reversing the cash receipt on which it was originally recorded. You may need to reverse a deposit if the cash receipt was not a valid form of payment (for example, the individual's check was returned for non-sufficient funds). Reversing a cash receipt also unallocates any deposit payments previously allocated to invoices or invoice items.

A deposit can be reversed as described below.

Reverse a Cash Receipt. Use the Cash Receipt Reversal (CRRE) screen to reverse a cash receipt on which a deposit was recorded.

Once a deposit has been reversed, you cannot perform any additional deposit functions. You can, however, re-enter the cash receipt if it was reversed in error or reversed to correct an error.

See "Modifying Posted Payments" beginning on page 4-66 for information about reversing cash receipts.

Transferring a Deposit

Transferring a deposit consists of transferring all or part of the unallocated deposit balance to another term or non-term. You may need to transfer a deposit if it was originally recorded with a term and there are no outstanding invoices remaining to be paid in that term. You could either transfer the deposit to another term for which the student has outstanding invoices, or you could change the deposit to be a non-term deposit, which can then be allocated to invoices from any term. Colleague allows you to change a non-term deposit to a term-related deposit as well.

A deposit can be transferred in one of the ways described below.

Individual Deposit Term Transfer. Use the AR Deposit Term Transfer (ADTT) screen to manually transfer all or part of an unallocated deposit balance for an individual account holder.

Batch Deposit Term Transfer. Use the Batch Deposit Term Transfer (BDTT) and the Batch Deposit Transfer Update (DTTU) processes to transfer the unallocated deposit balance for a specific deposit type for one or more account holders.

Once a deposit has been transferred, you can perform the following functions:

- allocate the deposit balance to charges on an individual AR account
- transfer all or part of the deposit balance to another term or non-term
- refund all or part of the deposit balance to the account holder
- reverse the original cash receipt on which the deposit was recorded
- If you do not transfer all of a deposit, and the untransferred amount is currently allocated, Colleague reallocates the new untransferred deposit to the same charges (Colleague does *not* attempt to allocate the new transferred deposit). See "Allocating a Deposit" on page 5-8 for information on allocating new deposits.

See "Transferring Deposits" beginning on page 5-57 for information about transferring deposits.

Posting Deposit Interest

Posting interest on (unallocated) deposit balances consists of calculating the interest amount to be paid using pre-defined deposit interest parameters, and posting those amounts to the deposit accounts. You can calculate and post interest for specific deposit types and/or specific account holders.

Deposit Interest Processing. Use the Deposit Interest Processing (DEIP) process to calculate and post interest to deposit accounts. See "Calculating Interest on Deposits" beginning on page 5-73 for more information.

Generating a Deposit Trial Balance

Generating a deposit trial balance consists of running a report for one or more specific deposit types and/or specific deposit account holders which lists deposit activity within a specified date range.

Deposit Trial Balance. Use the Deposit Trial Balance (DPTB) process to generate a list of deposit account activity. See "Generating the Deposit Trial Balance Report" beginning on page 9-101 for more information.

Posting Deposits to the General Ledger

Posting deposits consists of selecting and posting to the General Ledger those transactions that affect a deposit account's balance. Deposit account balances are affected when deposits are allocated, reallocated, unallocated, and refunded or reversed. Deposit account balances are also affected when you partially transfer a deposit in which the untransferred part is allocated to invoices or invoice items.

Deposit GL Processing. Use the Deposit GL Register (DGLR) and Deposit GL Posting (DGLP) processes to post deposit transactions to the General Ledger. See "Creating Deposit GL Posting Records" beginning on page 9-29 for more information.

Allocating Deposits

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes how to use Colleague's deposit allocation functions to manage your deposit accounts. Table 5-4 provides a reference to the information provided in this chapter.

Section	Description
"Understanding Deposit Allocation" on page 5-19	provides a general overview of deposit allocation
"Factors Affecting Deposit Allocation" on page 5-20	explains how unrestricted and restricted deposits are allocated, as well as how deposits are affected by term
"Deposit Allocation Functions" on page 5-23	includes information about allocating deposits to pay charges, unallocating deposits no longer needed to pay charges, and reallocating deposits to other charges
"Automatic Deposit Allocation" on page 5-32	provides detailed information and procedures for using the Batch Deposit Allocation (BDAL) process
"Manual Deposit Allocation" on page 5-36	provides detailed information and procedures for using the Deposit Allocation (DEAL) and Deposit Allocation Detail (DEAD) screens

 Table 5-4: Information In the "Allocating Deposits" Chapter

5-17

Before You Begin

Before you read this chapter you should become familiar with the terms and concepts used with deposits. Table 5-5 provides a reference to other documentation that helps explain Colleague's deposit functionality.

For Information About	See
defining deposit types	Getting Started with the Student System
deposit terminology and functions	"Overview of Deposits" beginning on page 5-1
how deposits are affected by payment allocation	"Allocating Payments Automatically" beginning on page 4-95 and "Allocating Payments Manually" beginning on page 4-123

 Table 5-5: Locating Other Information About Deposits

Your institution may receive money to be held as security, or as a potential future payment on an individual's AR account. For example, you may require a dorm room deposit that can be used to pay for any dorm room damages made by the student. Or you may require a tuition deposit to guarantee a student's place at your institution that can subsequently be used to pay tuition charges when the student enrolls in classes.

When an individual makes a deposit, it is held in a separate deposit account. An individual can have multiple deposit accounts for different purposes (room damages, tuition, etc.). Unlike standard AR payments which are automatically allocated by Colleague to the individual's outstanding charges when payment is received, deposit money remains in the deposit account until you initiate deposit allocation to pay charges on the individual's AR account.

The charges to which a deposit is allocated are determined by the deposit type with which the deposit is recorded at the time of receipt. A deposit type, along with providing a description of the deposit and to which general ledger account it gets posted, can determine the type of charges a deposit can pay. The deposit type also defines whether it can be allocated automatically by Colleague's Batch Deposit Allocation (BDAL) process, or whether it needs to be manually allocated using the Deposit Allocation Detail (DEAL/DEAD) screens. Deposit types are defined on the Deposit Type (DPTY) screen. See *Getting Started with the Student System* for information about defining deposit types.

Deposit types that can be automatically allocated by Colleague's batch deposit allocation process are defined with the Auto Allocation parameter set to "Yes." Automatic deposit types may or may not use rules to allocate a deposit to charges. An automatic deposit type defined without allocation rules is referred to as an "unrestricted deposit." An unrestricted deposit can be allocated to any types of charges on an individual's AR account. If an automatic deposit type is defined with allocation rules, it is referred to as a "restricted deposit." Colleague only allocates a restricted deposit to those charges that pass the deposit type's allocation rules.

A manual deposit type is defined with the Auto Allocation parameter set to "No." Manual deposit types are never automatically allocated by Colleague, and require you to allocate such deposits on an individual basis.

Deposit types that are defined for automatic allocation can also be manually allocated. However, when you manually allocate a restricted deposit, Colleague does not take into account any allocation rules associated with the deposit type. Additionally, once you manually allocate an automatic deposit (unrestricted or restricted), the deposit can no longer be automatically unallocated or reallocated by Colleague.

Factors Affecting Deposit Allocation

How your deposits get allocated depend on a number of factors. The primary factor is how the deposit type is defined - for automatic or manual allocation, with or without rules. Another factor is whether or not the deposit was recorded with a term on the cash receipt.

Unrestricted Deposits

Colleague allocates an unrestricted deposit (one that has the Auto Allocation parameter set to "Yes" and you did not specify any allocation rules) to any charges that an individual incurs as long as the charge is not covered by a direct payment allocation, a sponsored billing payment, or a financial aid payment. For example, an institution may require an individual to pre-pay a specified amount after being accepted, but prior to registration. The pre-payment amount can be entered as a deposit, and then allocated once charges are incurred by the individual.

When you make an unrestricted allocation, Colleague allocates the deposit to invoice items in AR code priority order. Within the highest priority AR code, the deposit is then allocated by invoice date order (meaning the oldest invoice items are paid first). If there is any deposit remaining, Colleague then allocates it to the invoice items with the next highest AR code priority and, within it, by invoice date order, and continues until the deposit is totally allocated.

Sometimes Colleague initially allocates an unrestricted deposit to charges, but then another payment with a higher priority (such as a sponsored billing payment or a financial aid payment) is subsequently received and applied to those same charges. When this occurs, the invoice or invoice item becomes "overpaid," and the deposit needs to be unallocated so that it can be reallocated to other charges on the AR account. Once unallocated, deposit balances can remain on the deposit account for future use. They can also be refunded or transferred to another term.

For example, a student makes a \$500 unrestricted deposit, and Colleague allocates the deposit to the student's tuition charges of \$2,000. Subsequently, the student receives financial aid in the amount of \$1,750, which essentially overpays the tuition charge by \$250. If the student has incurred additional charges besides tuition, you can reallocate the deposit to those charges. If there are no other charges to be paid, you need to unallocate the deposit payment which increases the deposit balance by \$250, and increases the AR account balance by \$250.

To automatically allocate unrestricted deposits, use Colleague's Batch Deposit Allocation (BDAL) process. See "Automatic Deposit Allocation" on page 5-32 for information. You can also manually allocate unrestricted deposits using the deposit allocation screens (DEAL/DEAD). See "Manual Deposit Allocation" on page 5-36 for information.

See "Deposit Allocation Functions" on page 5-23 for information about unallocating deposits. See "Refunding Deposits" beginning on page 5-43 and "Transferring Deposits" beginning on page 5-57 for additional information.

Restricted Deposits

Colleague allocates a restricted deposit (one that has the Auto Allocation parameter set to "Yes" and has specified allocation rules) only to those charges that pass the deposit type's allocation rules. A restricted deposit can remain unallocated until those specific charges are incurred by the individual - Colleague does not apply a restricted deposit to any other types of charges. For example, if a deposit is restricted to room damage charges, but no room damage charges have been incurred by the account holder, Colleague does not allocate the deposit to any other types of charges (such as tuition or meal plan charges). Colleague also does not allocate a restricted deposit to any charge that is already paid by a direct payment allocation, a sponsored billing payment, or a financial aid payment.

Sometimes Colleague initially allocates a restricted deposit to the specified type of charges, but then another payment with a higher priority (such as a sponsored billing payment or a financial aid payment) is subsequently received and applied to those same charges. When this occurs, the invoice or invoice item becomes "overpaid," and the deposit needs to be unallocated so that it can be reallocated to other charges that pass the allocation rules. Once unallocated, deposit balances can remain on the deposit account for future use. They can also be refunded or transferred to another term.

For example, a student makes a \$500 deposit which is restricted to paying tuition charges, and Colleague allocates the deposit to the student's tuition charges of \$2,000. Subsequently, the student receives financial aid in the amount of \$1,750, which essentially overpays the tuition charge by \$250. If the student has incurred additional tuition charges over and above the \$2,000 amount, Colleague can reallocate the deposit to those charges. If no other tuition charges can be paid, you need to unallocate the deposit payment which increases the deposit balance by \$250, and increases the AR account balance by \$250.

To automatically allocate restricted deposits, use Colleague's Batch Deposit Allocation (BDAL) process. See "Automatic Deposit Allocation" on page 5-32 for information. You can also manually allocate restricted deposits using the deposit allocation screens (DEAL/DEAD). See "Manual Deposit Allocation" on page 5-36 for information.

See "Deposit Allocation Functions" on page 5-23 for information about unallocating deposits. See "Refunding Deposits" beginning on page 5-43 and "Transferring Deposits" beginning on page 5-57 for additional information.

Term Restrictions on Deposit Allocations

If a term was specified when the deposit was recorded as a cash receipt, Colleague can only allocate or reallocate the deposit to charges incurred for that specific term. If the deposit is allocated to all outstanding charges for the term specified, and there is still money remaining, it remains in the deposit account.

For example, a student makes an unrestricted \$500 deposit for the Fall 2000 term, and Colleague allocates the deposit to the student's Fall 2000 tuition charges of \$2,000. Subsequently, the student receives financial aid in the amount of \$1,750, which essentially overpays the tuition charge by \$250. Because the student has not incurred any additional Fall 2000 charges besides tuition, the deposit cannot be reallocated even though the student has outstanding charges for the Spring 2001 term. If no other Fall 2000 charges can be paid, you need to unallocate the deposit payment which increases the deposit balance by \$250, and increases the AR account balance by \$250.

Similarly, Colleague does not apply term deposits to non-term charges. In the example above, Colleague would not allocate the remaining \$250 deposit to charges without terms. You can, however, use Colleague's deposit term transfer processes to transfer the deposit to the Spring 2001 term. You can also use the term transfer process to change the deposit to a "non-term" deposit that can be used to pay charges from any term as well as charges without a term. Or, you can refund the deposit balance to the account holder.

See "Transferring Deposits" beginning on page 5-57 and "Refunding Deposits" beginning on page 5-43 for more information.

Deposit Allocation Functions

Colleague's deposit allocation processes address 3 basic functions:

- allocating deposits to pay charges on an AR account
- unallocating deposit payments no longer needed to pay charges on an AR account
- reallocating deposits to other charges on an AR account

These functions can be accomplished automatically using Colleague's Batch Deposit Allocation (BDAL) process, or manually using the Deposit Allocation/Deposit Allocation Detail (DEAL/ DEAD) screens, depending on the type of deposit. See "Methods of Deposit Allocation" beginning on page 5-32 for information on using each process.

Colleague's Batch Payment Allocation (BPMA) process can also unallocate deposit payments that were originally allocated by BDAL; BPMA *never* unallocates manually allocated deposits. BPMA *only unallocates* those *system-allocated* deposit payments that *overpay* invoices or invoice items on an AR account; BPMA does not attempt to reallocate any deposits.

Colleague's batch allocation processes (BDAL and BPMA) *never* unallocate deposit payments originally allocated in fiscal years that are now closed. Additionally, Colleague's manual deposit allocation screens (DEAL/DEAD) do not allow you to unallocate deposit payments originally allocated in closed fiscal years.

See "Unallocating Deposits No Longer Needed To Pay Charges" on page 5-26 for information about unallocating deposits. See "Understanding Batch Payment Allocation" beginning on page 4-104 for information about Colleague's Batch Payment Allocation (BPMA) process.

Refer to table 5-6 to see which processes perform which allocation functions. See the sections that follow for detailed information about each allocation function.

Function/ Process	Deposit Allocation (DEAL/DEAD)	Batch Deposit Allocation (BDAL)	Batch Payment Allocation (BPMA)
allocate deposits to pay charges on an AR account	Yes	Yes	No
unallocate deposit payments no longer needed to pay charges on an AR account	Yes	Yes	Yes
reallocate deposits to other charges on an AR account	Yes	Yes	No

Table 5-6:	Deposit	Function	/Process	Cross-Reference
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Allocating Deposits to Pay Charges

Allocating a deposit takes all or part of a deposit balance and applies it as payment to charges on an individual's AR account. A deposit balance is created when a deposit is initially received, and decreased when a deposit is allocated to charges. A deposit balance increases when you unallocate it as payment for charges on an AR account. In this chapter, allocating a deposit generally refers to allocating all or part of a deposit balance.

Deposit allocation creates a deposit payment on the individual's AR account that has one or more related payment items associated with one or more invoice items. For example, if you allocate \$50 of a deposit to an invoice which has one invoice item, the allocation creates a deposit payment on the AR account for \$50, as well as a related payment item for \$50. Similarly, if you allocate \$300 of a deposit to an invoice which has three invoice items (\$50 parking fee, \$100 student fee, and \$150 bookstore purchase), the allocation creates a deposit payment on the AR account for \$300, as well as three related payment items for \$50, \$100, and \$150 as shown in figure 5-1 below.



Figure 5-1: Example of a Deposit With Multiple Payment Items

Automatic Allocation. Depending on how you have defined your deposit types, you can let Colleague automatically allocate your deposits using the Batch Deposit Allocation (BDAL) process.

When you run BDAL to allocate unrestricted deposits, Colleague allocates the deposit to invoice items in AR code priority order. Within the highest priority AR code, the deposit is then allocated by invoice date order (meaning the oldest invoice items are paid first). If there is any deposit remaining, Colleague then allocates it to the invoice items with the next highest AR code priority and, within it, by invoice date order, and continues until the deposit is totally allocated. This payment hierarchy is also used by the BPMA process to determine which invoices get paid. See *Getting Started with the Student System* for information about defining AR code priorities. See "Hierarchy of Payments" on page 4-98 for additional information about Colleague's payment hierarchy.

When you run BDAL to allocate restricted deposits, Colleague pays only those charges that pass the allocation rules associated with the deposit type. Charges that pass the allocation rules get paid using the same payment hierarchy explained above.

See "Automatic Deposit Allocation" on page 5-32 for more information on using the BDAL process.

Manual Allocation. For deposit types that have not been defined for automatic allocation, you need to allocate them manually using the Deposit Allocation/Deposit Allocation Detail (DEAL/DEAD) screens. You can also use the deposit allocation screens to manually allocate deposits with automatic allocation types, or to override rules associated with a restricted deposit.

When you manually allocate a *restricted* deposit using DEAL/DEAD, Colleague does not take into account any allocation rules associated with the deposit type. Additionally, once you manually allocate an automatic deposit (unrestricted or restricted), it can only be affected by the manual allocation process. However, once you unallocate a manually-allocated automatic deposit and return it to the deposit account, the deposit balance becomes available for processing by BDAL.

When you use the DEAL/DEAD screens to allocate deposits, you can determine which invoices and invoice items get paid. If you flag an invoice on the DEAL screen for payment, and do not indicate on the DEAD screen which specific invoice items you want paid, Colleague uses the same payment hierarchy explained above for automatic allocation to determine which invoice items get paid.

Or, if you want, you can access the DEAD screen for an individual invoice, and flag specific invoice items you want paid. See "Manual Deposit Allocation" on page 5-36 for more information.

Unallocating Deposits No Longer Needed To Pay Charges

Unallocating a deposit reverses all or part of a deposit payment on an AR account. The unallocated deposit amount is removed from the AR account and returned to the deposit account, increasing the deposit balance.

Generally, deposit payments should be unallocated when they are no longer needed to pay charges on an AR account. For example, you may have allocated a deposit to pay for tuition charges on an individual's AR account. Subsequently, those same tuition charges get paid by another form of payment that takes precedence over the deposit payment (for example, a sponsored billing payment or a financial aid payment). Or, you may have an invoice paid by a deposit payment that is subsequently affected by an adjusting or credit invoice. Whenever a deposit payment is superseded by either another form of payment, or a credit or adjusting invoice, it needs to be unallocated from the AR account and returned to the deposit account. Once a deposit payment is returned to the deposit account, it can be allocated to other charges, refunded to the account holder, or transferred to pay charges from another term. Or, it can remain in the deposit account for future use.

Whether Colleague reverses all or part of the deposit payment depends on the method used to unallocate the deposit.

Automatic Unallocation. If you use Colleague's automatic allocation processes (BDAL or BPMA) to unallocate deposit payments made by BDAL that overpay charges on an AR account, Colleague reverses the *entire* deposit payment and all of its related payment items. In the example shown in figure 5-2, Colleague reverses the entire \$300 deposit payment along with all three payment items for \$50, \$100, and \$150. Because BDAL (and not BPMA) was used to unallocate the deposit, Colleague additionally reallocates \$150 of the unallocated deposit to the charges not covered by the financial aid payment.

If you run BPMA to unallocate deposit payments made by BDAL that overpay charges, Colleague unallocates the deposit payment, but does *not* reallocate any of it to other charges. In the example shown in figure 5-2, BMPA would have unallocated the entire \$300 deposit payment, but would *not* have reallocated \$150 to the charges not covered by financial aid.

BPMA produces the Batch Payment Allocation Deposit Reversal Report listing the amount of each deposit payment that is unallocated by the batch payment allocation process. It also creates a saved list of the unallocated deposits which can be subsequently used with the Batch Deposit Allocation (BDAL) process to allocate the deposits to other charges. Colleague prints the name of the saved list on the report as follows:

BPMA_BDAL_(internal time)_(internal date)

BDAL and BPMA *never* unallocate a deposit that has been manually allocated. Once a deposit is manually allocated, it can only be affected by the manual allocation process. However, once you unallocate a manually-allocated deposit defined for automatic allocation, and return it to the deposit account, the deposit balance becomes available for processing by BDAL.

Colleague *never* unallocates a deposit payment originally allocated in a fiscal year that is now closed.

See "Automatic Deposit Allocation" on page 5-32 for information about using the BDAL process. See "Understanding Batch Payment Allocation" beginning on page 4-104 for information about using BPMA.

03/01/01 10:44 Stubin, Mike	AR ACCOUNT INQUIRY ID: 1083059	ARAI	
AR Type: Student Rec	ceivables Term:		
1 * Pending FA: No 2 * Restrs: 3 * Date Type Tr Description 1: 03/01/01 DEP DE	Past Due: 0.00 Late Charge: 0.00 rans No Operator Location Due Date Iter P DUS	Adj Bal: 0.00 Pmt Plan: 0.00 Amount Balance M Balance 150.00- 0.00	
Deposit Alloca 2: 03/01/01 DEP DE	ntion EP DUS	300.00 150.00 -	
Deposit Un-All 3: 03/01/01 FA 00 Fappy Crossba	Location 10001898 DUS L Scholarship	150.00- 150.00-	Deposit Payment
4: 02/01/01 DEP DE	P DUS	300.00- 0.00	Reversed
5: 02/01/01 INV 00	00013381 DUS MAIN	300.00 300.00	by BDAL
6: 6:	2		
🞆 Controller Term De	etail	Adding Value 6	
	03/01/01 10:46 Stubin, Mike	PAYMENT INQUIRY ID: 1083059	PAYI
Related Payment Items Reversed by BDAL	Date	AR Posted.: Yes Term: 01/SP Location: T4A 7 * Comments:	Spring 2001
	6 Payment Amt Reversal Amt 1: 50.00 2: 100.00 3: 150.00 4: 150.00 6:	* Invoice Allocation 000013381 System 000013381 System 000013381 System	Source * Pay Plan
	0.00 300.00	Total Payment Amt:	-300.00

Figure 5-2: Example of a Deposit Payment Unallocated by BDAL

Manual Unallocation. If you use Colleague's manual allocation screens (DEAL/DEAD), Colleague reverses only the deposit amounts indicated. Essentially, when you unallocate a deposit amount on either DEAL or DEAD, Colleague creates a corresponding payment item increasing or decreasing the deposit allocation by the indicated amount.

When you use the DEAL/DEAD screens to unallocate deposits, you can determine which payments and payment items get reversed. If you flag an invoice on the DEAL screen, and do not indicate on the DEAD screen which specific payment items you want reversed, Colleague uses the same payment hierarchy explained for automatic allocation *in reverse* to determine which payment items get unallocated.

Or, if you want, you can access the DEAD screen for an individual invoice, and flag specific payment items you want unallocated.

You can manually unallocate deposits that were originally allocated using either allocation method automatic or manual. If a deposit was originally allocated manually, you can only manually unallocate it using the DEAL/DEAD screens. However, once you unallocate a manually allocated automatic deposit and return it to the deposit account, the deposit balance becomes available for processing by BDAL. See "Manual Deposit Allocation" on page 5-36 for information about using the DEAL/DEAD screens.

Colleague *never* allows you to unallocate a deposit payment originally allocated in a fiscal year that is now closed. However, if part of the deposit was allocated in a fiscal year that is currently open, you can manually unallocate that amount using the DEAL/DEAD screens.

For example, you have a \$300 deposit with \$50 allocated in a fiscal year which is now closed. While you cannot unallocate that \$50 deposit payment, you can still unallocate or reallocate the remaining \$250 deposit balance.

Reallocating Deposits to Other Charges

Reallocating a deposit consists of allocating a previously allocated deposit payment to other charges on an AR account. Reallocating generally refers to unallocating and allocating a deposit payment at the same time.

When you reallocate a deposit, Colleague creates adjusting deposit payment items as needed. For example, it creates reversing payment items for the unallocated amounts, and creates new payment items to pay other charges. Whether Colleague reverses all or some of the deposit payment items related to a deposit payment depends on the method used to reallocate the deposit.

Automatic Reallocation. If you use Colleague's Batch Deposit Allocation (BDAL) process to reallocate system-allocated deposits that overpay invoice items, Colleague reverses the *entire* deposit payment and *all* of its related payment items as shown in figure 5-2. Even if some of the related payment items do not overpay invoice items, they still get reversed.

Unlike the Batch Payment Allocation (BPMA) process, which allows you to totally unallocate all payments and then reallocate them, BDAL only allocates existing deposit balances or unallocated deposit payments that overpay charges. It does not unallocate all deposit payments and then reallocate them to invoice items with higher priorities.

BDAL *never* reallocates a deposit that has been manually allocated. Once a deposit is manually allocated, it can only be affected by the manual allocation process. However, once you unallocate a manually allocated automatic deposit and return it to the deposit account, the deposit balance becomes available for processing by BDAL.

When you run BDAL to reallocate unrestricted deposits, Colleague allocates the unallocated deposit balance to invoice items in AR code priority order. Within the highest priority AR code, the deposit balance is then reallocated by invoice date order (meaning the oldest invoice items are paid first). If there is any deposit balance remaining, Colleague then allocates it to the invoice items with the next highest AR code priority and, within it, by invoice date order, and continues until the deposit balance is totally reallocated.

When you run BDAL to reallocate restricted deposits, Colleague pays only those charges that pass the allocation rules associated with the deposit type. Charges that pass the allocation rules get paid using the same payment hierarchy explained above.

See *Getting Started with the Student System* for information about defining AR code priorities. See "Hierarchy of Payments" beginning on page 4-98 for additional information about Colleague's payment hierarchy.

See "Automatic Deposit Allocation" on page 5-32 for information about using the BDAL process. See "Factors Affecting Deposit Allocation" on page 5-20 for information about unrestricted and restricted deposits.
Manual Reallocation. If you use Colleague's manual allocation screens (DEAL/DEAD), Colleague creates reversing payment items only for the amounts specified, and simultaneously creates one or more new deposit payment items for the specified amounts allocated to other invoice items. For example, if you unallocate \$100 of the \$150 deposit payment shown in figure 5-3, and reallocate \$25 of it to another invoice, the reallocation creates a reversing deposit payment item on the AR account for \$100, as well as new payment items for \$50 reallocated to the original \$150 invoice item, and for \$25 allocated to the new invoice as shown below.



Figure 5-3: Example of a Reallocated Deposit

When you use the DEAL/DEAD screens to reallocate deposits, you can determine which payments get reversed and which invoices get paid. If you flag a payment for reversal or an invoice for payment on the DEAL screen, and do not indicate on the DEAD screen which specific payment and invoice items you want affected, Colleague uses the same payment hierarchy explained for automatic allocation and unallocation to determine which items are affected.

Or, if you want, you can access the DEAD screen for an individual invoice, and flag specific payment items you want reversed and specific invoice items you want paid. See "Manual Deposit Allocation" on page 5-36 for information about using the DEAL/DEAD screens.

Colleague *never* allows you to reallocate a deposit payment originally allocated in a fiscal year that is now closed. However, if part of the deposit was allocated in a fiscal year that is currently open, you can manually reallocate that amount using the DEAL/DEAD screens.

For example, you have a \$300 deposit with \$50 allocated in a fiscal year which is now closed. While you cannot reallocate that \$50 deposit payment to other charges, you can still unallocate or reallocate the remaining \$250 deposit balance.

Methods of Deposit Allocation

Automatic Deposit Allocation

There are two methods of automatic allocation that affect deposits. The Batch Deposit Allocation (BDAL) process described in this section performs all deposit allocation functions outlined in "Deposit Allocation Functions" on page 5-23. BDAL affects only deposit types defined for automatic allocation, and does not affect any manually allocated deposits, or payments other than deposits.

The Batch Payment Allocation (BPMA) process also affects deposits by unallocating only those deposit payments that are no longer needed to pay charges on an AR account. For information about using BPMA, refer to "Understanding Batch Payment Allocation" beginning on page 4-104. See "Deposit Allocation Functions" beginning on page 5-23 for information about unallocating deposit payments.

Using the Batch Deposit Allocation (BDAL) Process

Use the Batch Deposit Allocation (BDAL) screen to automatically allocate, unallocate, and or reallocate deposits that have been defined for automatic allocation.

BDAL *never* unallocates a deposit payment originally allocated in a fiscal year that is now closed.

03/01/01 10	:18	BATCH DEPOSIT ALLOCATION	BDAL
1 Transacti	on Date	: 02/01/01	
2 Saved Lis	t Name: [-	
3 Deposit T	ypes: 1: DEP 2: 3: 4: 5: 6:	Tuition Deposit	
4 Persons	: 1: 108 2: 108 3: 108 4: 5: 6:	3056 Mike Allocation 3057 Jane Unallocation 3058 Alan Reallocation	
5 * Additio Savedlist Loo	nal Selection C	riteria: No	



You can define which deposits are affected by the BDAL process by using the parameters and selection criteria on the BDAL screen as explained below.

Transaction Date. Enter the date with which you want the deposit allocation transactions recorded. This date is reflected on any allocation transaction selected for this process (allocations, unallocations, and/or reallocations). Colleague defaults this date to the current date, but you can override this date and enter another date.

Saved List Name. You can use a saved list of IDs from the AR.DEPOSITS file to select the deposit records you want affected by the BDAL process, or you can use a saved list as a basis for selecting the deposit records and narrow the selection using the other fields on the BDAL screen. For example, you can enter the name of a saved list of deposits that overpay charges if you do not want BDAL to affect all deposits. If you do not enter a saved list, this process affects all deposits that meet any other selection criteria entered on the BDAL screen.

Deposit Types. You can limit the deposits affected by the BDAL process by specifying one or more deposit types. Colleague only selects deposits with the specified deposit type(s). If you do not specify deposit types, this process affects all types of deposits that meet any other selection criteria entered on the BDAL screen.

Colleague does not verify if the deposit types entered are defined for automatic processing. If you enter a manual deposit type, no processing is done on those deposits.

Persons. You can limit the deposits affected by the BDAL process by specifying one or more persons. Colleague selects deposits to process only for the specified person(s). If you do not specify persons, this process affects all deposit account holders that meet any other selection criteria entered on the BDAL screen.

Understanding the Batch Deposit Allocation Report

The Batch Deposit Allocation (BDAL) process produces a report of the deposit transactions that it processes, and contains the following information:

- Deposit account holder
- Deposit term and type
- Original deposit amount
- Deposit balance *prior* to the allocation transaction
- AR type to which the deposit is allocated
- Amount allocated, unallocated, or reallocated
- Deposit balance *after* the allocation transaction
- Message

Each deposit transaction listed on the report includes a message describing the type of allocation transaction processed as explained below.

Allocation. All or part of a deposit balance amount is allocated as payment to charges on an AR account.

Unallocation. A deposit payment that overpays charges on an AR account (superseded by sponsored billing or financial aid) is returned in its entirety to the deposit account, and *is not* reallocated to charges on the AR account.

Reallocation. A deposit payment that overpays charges on an AR account (superseded by sponsored billing or financial aid) is returned in its entirety to the deposit account, and *is partially or totally* reallocated to the same or other charges on the AR account. For example, you have a \$2000 invoice to which a \$1500 deposit has been allocated. A \$1000 financial aid payment subsequently pays the same invoice, overpaying the invoice by \$500. Although Colleague is essentially unallocating \$500, the transaction shows as a *reallocation* because the entire \$1500 deposit payment was unallocated, and \$1000 was reallocated to the same invoice, increasing the deposit account balance by \$500.

If an unallocated deposit can be *totally* reallocated to charges on the AR account, Colleague also lists it on the report, even though there is no net change to either the AR account balance or the deposit account balance. In the example above, if Colleague reallocates the entire \$1500 deposit, it lists the transaction with zero amounts for both deposit balances (*before* and *after*), as well as zero for the amount allocated.

Batch Deposit Allocation Report							
Deposit Account Holder ID 	Deposit Name	Deposit Term 	Deposit Type 	Deposit Amt	Deposit Balance AR Before Type	Amount Allocated	Deposit Balance After Message
1083056	Mike Allocation	01/SP	DEPTuition Deposit	1,500.00	1,500.00 01	1,250.00	250.00 Allocation
1083057	Jane Unallocation	01/SP	DEPTuition Deposit	1,500.00	0.00 01	1,500.00-	1,500.00 Unallocation
1083058	Alan Reallocation	01/SP	DEPTuition Deposit	1,500.00	0.00 01	500.00-	500.00 Reallocation
1083059	Nancy Reallocation	01/SP	DEPTuition Deposit	1,500.00	0.00 01	0.00	0.00 Reallocation

Figure 5-5: Example of the Batch Deposit Allocation Report

Procedure for Automatic Deposit Allocation

Complete the following steps to automatically allocate, unallocate, and/or reallocate deposits:

Step	Action	Hints
1	Optionally, identify the specific deposits you want to allocate, unallocate, or reallocate.	You can create a saved list of deposits used to limit selection.
2	Access the Batch Deposit Allocation (BDAL) screen.	
3	Enter the transaction date on which the deposit allocation is recorded.	Colleague defaults the transaction date to today's date, but you can enter another date.
4	Enter an optional saved list to limit the deposits affected by this process.	
5	Enter optional selection criteria used to limit the deposits processed: • Deposit types	
	• Persons	
6	Finish from the BDAL screen.	
7	Review the transactions listed on the Batch Deposit Allocation report.	

 Table 5-7: Steps for Automatically Deposit Allocation

Remember that any time you run BDAL, you need to post the resulting deposit allocation transactions to the general ledger. See "Creating Deposit GL Posting Records" beginning on page 9-29 for information about posting to the general ledger.

Manual Deposit Allocation

There are two manual allocation screens that affect deposits. The Deposit Allocation (DEAL) and Deposit Allocation Detail (DEAD) screens described in this section perform all deposit allocation functions outlined in "Deposit Allocation Functions" on page 5-23.

You need to manually allocate any deposit type that has not been defined for automatic allocation. You can also use the DEAL/DEAD screens to manually allocate automatic deposits, or to override any deposit allocations that were made by the BDAL process. When you use the DEAL/DEAD screens to allocate *restricted* deposits (automatic deposit types with rules), Colleague ignores any allocation rules associated with the deposit type. For example, although Colleague may only automatically allocate an individual's tuition deposit to tuition-related charges, you can still manually allocate all or part of it to room damage charges incurred by the individual using the DEAL/DEAD screens.

With manual allocation, you decide how a deposit gets allocated. You can allocate deposits at the invoice level using the Deposit Allocation (DEAL) screen, and let Colleague determine which invoice items are affected. Or, you can allocate deposits at the invoice-item level using the Deposit Allocation Detail (DEAD) screen. You can access the DEAL screen from the menu prompt, and you can access the DEAD screen from any invoice listed on the DEAL screen.

Understanding Invoice-Level Deposit Allocation

Use the Deposit Allocation (DEAL) screen shown in figure 5-6 to allocate deposit payments to specific invoices as described below.

In this section, the term "allocate" sometimes refers to all three allocation functions: allocating, unallocating, and reallocating deposits.



Figure 5-6: Deposit Allocation (DEAL) Screen

Deposit Information Section. This header section on the DEAL screen contains general information about the deposit as follows:

- *Deposit Type* indicates the type of deposit recorded on the original cash receipt. This can only be changed by reversing or correcting the cash receipt.
- *Deposit Date* is the date on which the original cash receipt was recorded. This can only be changed by reversing or correcting the cash receipt.
- *Deposit Term* is the term, if any, with which the original cash receipt was recorded. This can be changed by transferring the deposit balance to another term or non-term (see "Transferring Deposits" beginning on page 5-57).
- *Deposit Amount* represents the amount of the original deposit recorded on the cash receipt.
- *Deposit Balance* represents the remaining deposit money available for allocation. This does *not* represent the original deposit amount, which could be more than the deposit balance displayed.

Invoices Group. Each outstanding invoice and/or invoice to which the deposit is currently allocated is listed in this group.

If a deposit was recorded with a term on the cash receipt, only those outstanding invoices with the same term are displayed. If a deposit was recorded without a term, all outstanding invoices are displayed.

To allocate the deposit to a specific invoice, follow the steps listed below:

- 1. Go to the Pay field of the invoice you want to allocate a deposit against.
- 2. Enter **Y** in the Pay field.
- 3. Go to the Adj Alloc Amt field.
- 4. Enter the amount allocated to this invoice.

If you want to allocate a deposit to a specific invoice item, access the Deposit Allocation Detail (DEAD) screen from the Pay field of the Deposit Allocation (DEAL) screen. See ""Understanding Invoice Item-Level Deposit Allocation" on page 5-39" for more information.

Previous Allocation. This field usually displays the amount of the deposit currently allocated to the invoice, if any.

Adjusted Allocation Amount. When you enter "Y" in the Pay field, Colleague defaults an amount into this field depending on the invoice balance as well as on the deposit balance. If the deposit balance is less than the invoice balance, Colleague defaults in the remaining deposit balance. If the deposit balance is greater than the invoice balance, Colleague defaults in only the amount of the invoice balance.

You can enter your own allocation amount as follows:

- For *allocations*, enter the amount to be allocated to the invoice. You cannot allocate an amount greater than the invoice balance. You cannot allocate more than the deposit balance available.
- For *unallocations*, enter a *negative* amount to be removed as payment from the invoice, for example, -25.00. You cannot unallocate an amount greater than the previous allocation. You cannot enter an amount greater than the original deposit amount.
- For *reallocations*, enter a *negative* amount to be unallocated from the invoice, for example, -25.00. Then for another invoice, enter the allocation amount to be *added*. For example, if you unallocate \$25 from an invoice to reallocate it to a \$75 invoice (with a \$25 invoice balance), enter \$25 (not \$75 for the total invoice amount). You cannot allocate an amount greater than the invoice balance. You cannot allocate more than the deposit balance available.

The sum of all deposit allocation amounts on the DEAL screen along with any deposit balance remaining represents the total deposit received.

If the invoice is overpaid by another form of payment, and you have not yet run BDAL or BPMA to unallocate the deposit payment, the amount in this field reflects *both* payments and displays as a *negative* amount. If you finish from the DEAL screen, or run BDAL or BPMA, Colleague automatically unallocates the overallocated deposit amount and returns it to the deposit balance.

Understanding Invoice Item-Level Deposit Allocation

Use the Deposit Allocation Detail (DEAD) screen to allocate deposits to specific invoice items.

You can only access the Deposit Allocation Detail screen by detailing from a specific invoice on the Deposit Allocation (DEAL) screen. When you access the DEAD screen, each invoice item that makes up the selected invoice is displayed in the Invoice Item group. An invoice represents a single charge to an account, and each invoice is made up of one or more invoice items that provide the details of the charge. For example, when Colleague calculates a student's registration charges, the invoice would provide the final charge while the invoice items would provide individual tuition charges, registration charges, and any applicable fees or other charges (such as drop or withdrawal fees). To allocate a deposit against a specific invoice item, you must access the Deposit Allocation Detail (DEAD) screen.

03/01/01 10:52 DEP(Stubin, Mike	DSIT ALLOCATION DE ID: 1083059	TAIL	DEAD
Deposit Type: Tuition Deposit Deposit Term: Spring 2001 Invoice: 000013381 Spring	g Invoice	Deposit Amt.: Deposit Bal.: Deposit Date: 02	300.00 150.00 /01/01
1 Pau AR Code 1: N Parking Parking 2: No Student Union Fee	Item Balance 0.00 0.00	Prev Alloc Adj 0.00 0.00	Alloc Amt
Student Union Fee 3: Yes Bookstore Charges Bookstore Charges 4:	0.90	150.00	100.00-
5:			
Controller Invoice Items		Value 1	100.00- /3

Figure 5-7: Deposit Allocation Detail (DEAD) Screen

Deposit and Invoice Information Section. This section displays the same deposit information as on the DEAL screen (see page 5-37), along with the invoice number and description.

Invoice Items Group. Each invoice item (individual charge) related to the invoice is listed in this group.

To allocate the deposit to a specific invoice item, follow the steps listed below:

- 1. Go to the Pay field of the invoice item you want to allocate a deposit against.
- 2. Enter **Y** in the Pay field.
- 3. Go to the Adj Alloc Amt field.
- 4. Enter the amount allocated to this invoice item.

Previous Allocation. This field usually displays the amount of the deposit currently allocated to the invoice item, if any.

If an invoice item is overpaid by another form of payment, and you have not yet run BDAL or BPMA to unallocate the deposit payment, the amount in this field reflects *both* payments and displays as a *negative* amount. If you finish from the DEAL screen, or run BDAL or BPMA, Colleague automatically unallocates the overallocated deposit amount and returns it to the deposit balance.

Adjusted Allocation Amount. When you enter "Y" in the Pay field, Colleague defaults an amount into this field depending on the item balance as well as on the deposit balance. If the deposit balance is less than the item balance amount, Colleague defaults in the remaining deposit balance. If the deposit balance is greater than the item balance, Colleague defaults in only the item balance.

You can enter your own allocation amount as follows:

- For allocations, enter the amount to be allocated to the invoice item. You cannot allocate an amount greater than the item balance. You cannot allocate more than the deposit balance available.
- For unallocations, enter a *negative* amount to be removed as payment from the invoice item, for example, -25.00. You cannot unallocate an amount greater than the previous allocation. You cannot enter an amount greater than the original deposit amount.
- For reallocations, enter a *negative* amount to be unallocated from an invoice item, for example, **-25.00**. Then for another invoice item, enter the allocation amount to be *added*. For example, if you unallocate \$25 from an invoice item to reallocate it to a \$75 invoice item (with a \$25 item balance), enter \$25 (not \$75 for the total invoice item amount). You cannot allocate an amount greater than the item balance. You cannot allocate more than the deposit balance available.

The sum of all deposit allocations on the DEAD screen, along with allocations to other invoices on the DEAL screen and any deposit balance remaining represents the total deposit received.

Procedure for Manually Allocating Deposits to One or More Invoices

Complete the following steps to manually allocate, unallocate, or reallocate a deposit to a specific invoice:

Use "Procedure for Manually Allocating Deposits to One or More Invoice Items" if you want to allocate all or part of the deposit to specific invoice items.

Step	Action	Hints
1	Access the Deposit Allocation (DEAL) screen.	
2	Enter the name or ID of the deposit holder.	
3	Enter the ID of the deposit you want to allocate.	Use LookUp to help you find the one you want.
4	Go to the invoice that you want affected by this allocation.	
5	Enter Y in the Pay field.	If the deposit amount is less than or equal to the invoice balance, Colleague defaults the deposit balance into the Adj Alloc Amt field. If the deposit amount is greater
		than the invoice balance, Colleague defaults only the amount of the invoice balance.
6	Enter the amount that you want to allocate toward that invoice, if different from Colleague's allocation.	To pay more than one invoice with a deposit, enter an amount
	Or enter the amount you want to <i>unallocate</i> from that invoice as a <i>negative</i> amount.	for each invoice you want to pay. Colleague does not let you allocate more than the deposit
	See "Understanding Invoice-Level Deposit Allocation" on page 5-36 for more information.	balance.
7	Save the information recorded on the DEAL screen.	

 Table 5-8: Steps for Manually Allocating Deposits to Invoices

Remember that any time you use the DEAL/DEAD screens, you need to post the resulting deposit allocation transactions to the general ledger. See "Creating Deposit GL Posting Records" beginning on page 9-29 for information about posting to the general ledger.

Procedure for Manually Allocating Deposits to One or More Invoice Items

Complete the following steps to manually allocate a deposit to a specific item:

Step	Action	Hints
1	Access the Deposit Allocation (DEAL) screen.	
2	Enter the name or ID of the deposit holder.	
3	Enter the ID of the deposit you want to allocate.	Use LookUp to help you find the one you want.
4	Go to the Pay field of the invoice you want affected by this allocation.	
5	Detail to the Deposit Allocation Detail (DEAD) screen.	
	The Deposit Allocation Detail screen is displayed.	
6	Go to the Pay field of the invoice item you want affected by this allocation.	
7	Enter Y in the Pay field.	If the deposit amount is less than or equal to the item balance, Colleague defaults the deposit balance into the Adj Alloc Amt field. If the deposit amount is greater than the invoice balance, Colleague defaults only the amount of the item balance.
8	Enter the amount that you want to allocate toward that invoice item, if different from Colleague's allocation.	To pay more than one invoice item with a deposit, enter an
	Or enter the amount you want to <i>unallocate</i> from that invoice item as a <i>negative</i> amount.	amount for each invoice item you want to pay. Colleague does not let you allocate more than
	See "Understanding Invoice Item-Level Deposit Allocation" on page 5-39 for more information.	the deposit amount.
9	Save the information recorded on the Deposit Allocation Detail screen.	
10	Finish from the Deposit Allocation (DEAL) screen.	

Table 5-9: Steps for Manually Allocating Deposits to Invoice Items

Remember that any time you use the DEAL/DEAD screens, you need to post the resulting deposit allocation transactions to the general ledger. See "Creating Deposit GL Posting Records" beginning on page 9-29 for information about posting to the general ledger.

Refunding Deposits

Using Accounts Receivable & Cash Receipts

This chapter has been replaced by the Processing Account Holder Refunds manual

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Transferring Deposits

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes how to transfer all or part of a deposit for an individual or for a group of individuals, and supports the types of scenarios listed in table 5-14.

For Information About	See
"Transferring a Deposit From One Specific Term to Another"	page 5-61
"Changing a Term-Specific Deposit to a Non-Term Deposit"	page 5-61
"Changing a Non-Term Deposit to a Term-Specific Deposit"	page 5-61

 Table 5-14: Deposit Transfer Scenarios

Before You Begin

Before you begin, you should have a thorough understanding of the different types of deposits used in Colleague, and how Colleague allocates them. See "Overview of Deposits" beginning on page 5-1 and "Allocating Deposits" beginning on page 5-17 for information about deposit allocation.

Not all types of deposits can be transferred; refer to table 5-15 on page 5-60 to identify the types of deposits that can be transferred between terms.

Understanding Deposit Transfers

When an individual makes a deposit, you can record it with a specific term, in which case it can only be allocated to charges that have been associated with that term. Or, you can make a deposit that is not related to any term, allowing the deposit to be allocated to any eligible charges, term-related or not.

If a deposit is currently allocated to an invoice or invoice item, you cannot use the deposit transfer function to change its term information. Colleague *never* transfers deposits that are allocated to charges. You can, however, unallocate all or part of the deposit, allowing the unallocated part to be transferred. See "Individual Deposit Term Transfers" beginning on page 5-66 for more information.

To transfer a deposit, Colleague actually reverses the original deposit and creates one or more new deposits with the new term information. If you transfer the entire deposit amount, Colleague reverses the original deposit and creates a new deposit for the same amount in the new term (or in some cases, without a term). If you transfer only part of a deposit, Colleague still reverses the entire deposit. Then Colleague creates a new deposit related to the original term (or in some cases, without a term) for the amount that did not get transferred, and creates a new deposit for the term to which you are transferring the amount.

For example, in figure 5-12, Georgette Leonard was charged \$150.00 on September 1, 2000 for miscellaneous book store charges for the 2000 Fall term. On January 8, 2001, she was charged \$75.00 for a 2001 Spring parking permit. When Georgette made a deposit of \$225.00 on January 8, 2000, the cashier recorded it with the 2001 Spring term. Because it was specifically related to the Spring term, Colleague could only allocate it to 2001 Spring invoices, and could not allocate any part of it to the 2000 Fall invoice. When the business office discovered that the deposit had been recorded with the Spring term, they transferred \$150 of the original deposit to the 2000 Fall term to pay off Georgette's outstanding bookstore charges. This action caused Colleague to reverse the original \$225.00 deposit, of which \$75.00 had been allocated to the 2001 Spring term invoice. Then Colleague created two new deposits: a new \$75.00 deposit in the 2001 Spring term allocated to Georgette's \$75.00 parking invoice, and a new \$150.00 unallocated deposit in the 2000 Fall term.

During the transfer process, Colleague does not automatically attempt to allocate the new deposit that has been created with the new term. However, in creating the new deposit for any amount that was not transferred, if that amount is currently allocated to charges, Colleague allocates the new deposit it creates for the untransferred amount to the same charges. If the untransferred amount is not currently allocated to charges, the new deposit created for that amount remains unallocated as well. For information about allocating deposits created from the transfer process, see "Allocating Deposits" beginning on page 5-17.



Figure 5-12: Example of Deposit Transfer Transactions

Types of Transfers

Not all types of deposits can be transferred between terms. Table 5-15 below outlines the types of deposits that you can transfer.

Type of Deposit	Transferable?
unallocated deposit balances	yes
partially allocated deposits	unallocated part only
fully allocated deposits	no
refunded deposits	no
deposits on reversed cash receipts	no
reversed or reversing deposits created by the transfer process	no (see note below)

Any deposit that was reversed, or is a reversing deposit that was created from the deposit term transfer process cannot be transferred. For example, a cashier records a \$100 cash deposit for an account holder for the 2000 Summer term. Subsequently, the deposit is transferred to the 2000 Fall term, creating a reversing deposit of \$100, and creating a new \$100 deposit in the 2000 Fall term. While you can transfer the new \$100 deposit created in the 2000 Fall term, you cannot transfer the corresponding original cash deposit nor the reversing deposit. See "Understanding Deposit Transfers" on page 5-58 for more information.

Colleague allows you transfer a deposit regardless of whether an individual has an outstanding balance in the term from which the deposit is being transferred. For example, if an individual has an outstanding balance for the 2000 Fall term, Colleague still allows you to transfer a 2000 Fall deposit to the 2001 Spring term, even though the individual still owes money for the Fall term.

The following sections explain the scenarios for which you can use the deposit term transfer process.

Transferring a Deposit From One Specific Term to Another

Once a cash deposit has been recorded with a specific term, Colleague does not use any part of it to pay invoices for another term. For example, a student has incurred \$2500 of registration charges for the 2000 Fall term, and makes a \$2500 deposit for the 2000 Fall term which is then allocated to those Fall term charges. The student later receives financial aid for the 2000 Fall term in the amount of \$1500 which is allocated to those same charges. Although \$1500 of the original deposit allocated to those charges can now be reallocated to other charges, the student has no other outstanding charges for the 2000 Fall term. The student has already registered for the 2001 Spring term, however, the \$1500 cannot be applied to those charges because it was originally recorded with the 2000 Fall term.

You can use the deposit transfer process to move the \$1500 to the 2001 Spring term.

Changing a Term-Specific Deposit to a Non-Term Deposit

As in the example above, when a cash deposit is recorded with a specific term, Colleague does not use any part of it to pay invoices that are not term-related, or that are associated with another term. For example, a student has a \$400 balance for 2000 Fall term registration charges, and makes a \$500 cash deposit that is specifically recorded with that term. Although \$400 of the deposit is allocated to the registration charges, the remaining \$100 dollars remains unallocated because the student has no other outstanding charges related to the 2000 Fall term. Even though the student has outstanding charges for non-term-related parking fines, they cannot be paid with any of the remaining \$100 because the charges are not directly related to the 2000 Fall term.

Whereas the first example above transfers a deposit to another term, you can also use the deposit transfer process to change the remaining \$100 in this example to a non-term deposit that can be allocated to any eligible charges, term-related or not.

Changing a Non-Term Deposit to a Term-Specific Deposit

An institution may elect to always record a term on each cash deposit so that it gets allocated to the correct charges. If a cashier accidentally forgets to enter a term when recording a cash deposit, you can transfer the deposit to the correct term. For example, in October 2000, a cashier records a cash deposit for \$500 and forgets to enter the 2000 Fall term. Because the student also has outstanding tuition charges from the 2000 Summer term, Colleague could allocate this non-term deposit to the summer tuition charges first because they are older. However, pending the resolution of a billing discrepancy from the summer term, the student only wants the deposit to be allocated to tuition charges for the 2000 Fall term.

You can use the deposit transfer process to change the \$500 non-term deposit to a deposit that is specifically related to the 2000 Fall term.

Batch Deposit Term Transfers

You can transfer deposit balances from one term to another as described in "Understanding Deposit Transfers" on page 5-58 using the batch deposit term transfer process. This process allows you to transfer either deposits that are totally unallocated, or both totally unallocated deposits as well as the remaining amounts of partially allocated deposits.

You cannot use the batch deposit transfer process to transfer any part of a deposit that has been allocated at the invoice or invoice item level. Colleague never transfers deposits that have been allocated. See "Allocating Deposits" beginning on page 5-57 for information about unallocating and reallocating deposits.

While the batch transfer process can be used for an individual account holder, it is commonly used to transfer deposit balances for a group of account holders. If you want to identify specific deposits or specific deposit amounts to be transferred, see "Individual Deposit Term Transfers" on page 5-66.

Transferring deposit balances requires you to run two separate processes. The first process consists of producing a register of the amounts you intend to transfer. This allows you to review the register for accuracy prior to actually transferring the amounts. Use the register as a means to verify that the deposit will be transferred correctly. You can run the register as often as you need, making corrections to the Colleague database, or changing the register's parameters or selection criteria to produce the results you want.

Once you have verified that the correct amounts will be transferred to the correct term, you then run an update process. The update process actually transfers the amounts that were selected the last time you ran the register. Colleague does not allow you to run the update process without having first produced an AR account transfer register.

Including Partially Allocated Deposits

In addition to transferring totally unallocated deposits, you can also use the batch deposit term transfer process to transfer the balance of deposits that have been partially allocated or partially refunded. For example, if an individual has a \$100.00 deposit of which only \$50.00 is allocated to invoices, you can choose to transfer the remaining \$50.00 balance. Or, if \$50.00 of the deposit had been refunded instead of allocated, you can choose to transfer the remaining balance.

Prior to transferring unallocated deposit balances, you may want to run the batch deposit allocation (BDAL) process first. This ensures that all deposits have been properly allocated so that the unallocated deposit balances you transfer are accurate. See "Allocating Deposits" beginning on page 5-17 for more information.

Understanding the Batch Deposit Term Transfer Register

Use the Batch Deposit Term Transfer (BDTT) screen to produce a register of the deposit balances you want to transfer. You must run the BDTT process prior to running the batch update process. See "Understanding the Batch Deposit Term Update" on page 5-65 for information about the update process.

01/15/01 13:32 Status: Post Run	BATCH DEPO Operator: Do	SIT TERM TRANSFER nna Stubin	BDTT Date: 01/15/01
1 Cutoff Date 2 Deposit Type 3 From Term 4 To Term 5 Incl Partially All	ocated Deposits	: 01/15/01 : DEP Tuition Depo : 01/SP Spring 200 : 00/FA Fall 2000 : Yes	osit D1
6 Saved List Name.: 7 Locations Incl: 8 Locations Excl: 9 AR Accountholder: 10 Additional Selecti	1: 2 1: 2 1: 1082554 Geo 2: 3: 4: 5: 5: 6: 7: .on Criteria: No	: 3: : 3: rgette Leonard	4: 4:

Figure 5-13: Example of the Batch Deposit Term Transfer (BDTT) Screen

This section describes the key fields on the Batch Deposit Term Transfer (BDTT) screen. Refer to online help for information about the other fields on the BDTT screen.

Cutoff Date. Colleague uses the cutoff date to select deposits to be transferred for an account holder. Any deposits with a date later than the one you enter here are not selected to be transferred. For example, if you enter 9/1/00 as the cutoff date, Colleague does not select any deposits recorded on or after 9/2/00. Colleague defaults the cutoff date to the current date, but you can enter another date.

Deposit Type. Enter the type of deposits that you want to transfer, such as your student housing deposits. Colleague selects only deposits with this deposit type to be transferred.

From Term. Enter the academic term from which you want to transfer deposits. If you do not enter a term, Colleague selects all non-term-related deposits that also meet any other selection criteria you enter on the BPTT screen.

The term you transfer deposits from cannot be the same term to which you transfer deposits.

To Term. Enter the academic term to which you want to transfer deposits. If you do not enter a term, Colleague changes all selected deposits to non-term-related deposits, which can be allocated to charges from any term.

The term you transfer deposits to cannot be the same term from which you transfer deposits.

Include Partially Allocated Deposits. You can choose to transfer the unallocated parts of partially allocated deposits. If you enter "Y," Colleague transfers the unallocated amounts of any partially allocated deposits in addition to any fully unallocated deposits.

If you choose to exclude partially allocated deposit balances by selecting "N," Colleague attempts to transfer only those deposits that are totally unallocated. If any of the deposits selected for processing have been partially allocated, Colleague issues a warning on the batch deposit term transfer register and does not transfer those deposits.

See "Including Partially Allocated Deposits" on page 5-62 for more information.

5-64

Understanding the Batch Deposit Term Update

Use the Batch Deposit Term Update (DTTU) screen to transfer the deposit balances for the deposit holders selected the last time you ran the Batch Deposit Term Transfer (BDTT) process. You cannot run the batch transfer update process if you have not first run the batch register process. See "Understanding the Batch Deposit Term Transfer Register" on page 5-63 for information.

01/15/01 13:33 Status: Report Run	BATCH DEPOSIT TRANSFER UPDATE Operator: Donna Stubin	DTTU Date: 01/15/01
1 OK to proceed?: Yes	· · · · · · · · · · · · · · · · · · ·	
Deposit tr	ansfer will be done for 1 deposit	
Cutoff Date Deposit Type From Term To Term Incl Partially All	01/15/01 DEP Spring 2001 Fall 2000 ocated Deposits: Yes	

Figure 5-14: Example of the Batch Deposit Term Update (DTTU) Screen

This screen displays the parameters used to produce the last Batch Deposit Term Transfer register. If you want to change any of the information displayed here, you must do so by running the BDTT process again with the desired parameters.

If the parameters displayed are correct, enter \mathbf{Y} to complete the transfer process. Additionally, Colleague produces a report of the transferred deposits.

Individual Deposit Term Transfers

You can transfer a specific deposit or part of a deposit for an individual deposit holder from one term to another as described in "Understanding Deposit Transfers" on page 5-58 using the online deposit term transfer process. This one-step process allows you transfer a deposit that is totally unallocated, as well as the remaining part of a partially allocated deposit. If you do not need to identify a specific deposit or amount to be transferred, you can transfer multiple deposits for a deposit holder or transfer a deposit balance using the batch deposit term transfer process. See "Batch Deposit Term Transfers" on page 5-62.

You cannot use the online deposit term transfer function to transfer a deposit or part of a deposit that is currently allocated to charges. Colleague *never* transfers deposits that are allocated to charges. However, you *can* use this process to transfer any unallocated part of a deposit. For example, in figure 5-15, a student makes a \$225 deposit that is recorded with the 2001 Spring term, and \$150 is allocated to the student's 2001 Spring parking permit charges. You can use the deposit term transfer process to change all or part of the remaining \$75 deposit balance to a non-term deposit, which can then be allocated to any charges. Or you can transfer all or part of the unallocated balance to another term.

Although Colleague never reallocates currently-allocated deposits, you can change how a deposit is allocated when you use the online deposit term transfer process. This allows you to unallocate all or part of a deposit that is currently allocated. Once you unallocate a deposit, or part of a deposit, you can then transfer it to a term or change it to a non-term deposit.

Use the AR Deposit Term Transfer (ADTT) screen to transfer an individual deposit or part of a deposit for a deposit holder. From this screen, you can also access the following screens:

- Deposit Allocation (DEAL/DEAD) screens to unallocate or reallocate a deposit
- Cash Receipt Inquiry (CRIN) screen to view the details of the original cash deposit



Figure 5-15: AR Deposit Term Transfer (ADTT) Screen Workflow

Understanding the ADTT Screen

This section describes the fields on the AR Deposit Term Transfer screen.

Deposit Amount. This field displays the original amount of the deposit (not the amount of the cash receipt). Since new deposits are created when you transfer a deposit, the deposit amount displayed may not be same as the original cash receipt amount.

Refunded Amount. If all or part of the deposit has been refunded, this field displays the refunded amount. You cannot transfer a deposit that has been fully refunded, however, you can transfer the remaining balance of a partially refunded deposit.

Allocated. This field displays the amount (if any) of a deposit that is currently allocated. From this field, you can access the Deposit Allocation (DEAL) screen as shown in figure 5-15 on page 5-67 to reallocate or unallocate the deposit. See "Manual Deposit Allocation" on page 5-36 for information about using the DEAL screen.

If you make changes and update from the DEAL screen, the deposit is still unallocated or reallocated even if you do not complete the transfer process on the ADTT screen.

Potential Transfer. Colleague displays the amount of a deposit that is currently unallocated that is available to transfer. You cannot transfer more than the amount displayed in this field. However, you can change the amount displayed by reallocating or unallocating a deposit using the DEAL screen (accessible from the Allocated field).

Transfer Amount. Enter the amount of the deposit you want to transfer. This amount cannot exceed the amount displayed in the Potential Transfer field.

Transfer To Term. Enter the academic term to which you want to transfer the deposit. This must be different from term of the original deposit displayed in the From Term field.

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.

Receipt. This field displays the number assigned to the original cash receipt from which the deposit originated. From this field you can access the Cash Receipt Inquiry (CRIN) screen to view the details of the original cash receipt.

Procedures for Deposit Transfers

This section provides procedures for:

- transferring deposits in batch mode
- transferring individual deposits
- reallocating and transferring individual deposits

Procedure for Transferring Deposits in Batch Mode

Complete the steps listed below to transfer deposit balances for one or more account holders in batch mode.

Step	Action	Hints
1	Identify any individual deposit holders for whom you want to transfer deposits.	You can create a saved list used to limit selection.
2	Access the Batch Deposit Term Transfer (BDTT) screen.	
3	 Enter the following fields: Cutoff Date Deposit Type 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.
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. 	See "Including Partially Allocated Deposits" on page 5-62 for more information.

Table 5-16: Steps for Transferring Deposits in Batch Mode

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. See "Allocating Deposits" beginning on page 5-17 for more information.

Step	Action	Hints
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.
6	Finish from the BDTT screen to produce the term deposit transfer register.	
7	Review the term deposit transfer register to verify that deposits will be correctly transferred.	
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.
9	When the term deposit transfer register contains the correct information, access the Batch Deposit Term Update (DTTU) screen.	
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.	

 Table 5-16: Steps for Transferring Deposits in Batch Mode (Continued)

Procedure for Transferring Individual Deposits

Complete the steps listed below to transfer individual deposits for an account holder.

Step	Action	Hints
1	Access the AR Deposit Term Transfer (ADTT) screen for the deposit holder and deposit you want to transfer.	See "Types of Transfers" on page 5-60 for information about what types of deposits can be transferred.
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" on page 5-72.
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.	This term cannot be the same as the term from which the deposit is being transferred.
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.	

 Table 5-17: Steps for Transferring an Individual Deposit

Procedure for Reallocating and Transferring Individual Deposits

Complete the steps listed below to reallocate or unallocate a deposit or a part of a deposit prior to transferring it between terms.

Step	Action	Hints
1	Access the AR Deposit Term Transfer (ADTT) screen for the account holder and deposit you want to transfer.	See "Types of Transfers" on page 5-60 for information about what types of deposits can be transferred.
2	From the Allocated field, access the Deposit Allocation (DEAL) screen.	
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" beginning on page 5-17 for information on using the DEAL/DEAD screens.
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.
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.
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.
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.	

Table 5-18: Steps for Reallocating and Transferring an Individual Deposit

Calculating Interest on Deposits

Using Accounts Receivable & Cash Receipts

Before You Begin

Before you can calculate interest charges on a deposit balance, you must define the following:

Information Needed	Reference
Deposit Types	Getting Started with the Student System
Interest Rate	Getting Started with the Student System

 Table 5-19: Information Needed to Calculate Interest on Deposits

Understanding Deposit Interest Calculation

An institution may elect to pay interest on the unallocated portion of deposits that it holds from individuals or organizations. An individual or organization must have a deposit balance in order for interest to be calculated.

Colleague requires an interest rate and the interest number of days in a year to calculate the interest payments on a deposit account. Each deposit type can have its own interest rate that is entered on the Deposit Types (DPTY) screen. The number of days in a year applies to all interest calculations processed for an institution; and is entered on the Interest Calc Parameters (INTP) screen.

This chapter describes deposit interest setup, interest calculation, and interest posting for deposits.

Interest Setup

For Colleague to process deposit interest, you must first define the rate of interest as well as the number of days in a year on which to base the interest calculations.

Colleague uses the interest rate you enter on the Deposit Types (DPTY) screen to calculate the interest for the specified deposit type. Refer to information on deposit types in *Getting Started with the Student System* for complete information about setting up deposit types.

You can define the number of days in a year for interest calculations on the Interest Calc Parameter (INTP) screen. When calculating interest, Colleague then divides the interest rate by the number of interest days in a year to determine the daily interest rate. For example, most institutions calculate interest based on 360 days in a year. Or your institution may choose to use 365 days, the actual number of calendar days in a year.



Figure 5-16: Interest Calcu Parameter (INTP) Screen

Interest Calculation

Colleague uses the information that you enter on the Deposit Type (DPTY) screen and the Interest Calc Parameter (INTP) screen to calculate the interest on deposit accounts. The steps listed below are used by Colleague to calculate interest on deposits:

- 1. Determine the start date as either the last interest date or the creation date of the deposit.
- 2. Identify any changes in the deposit balance from the start date to the end date of the interest period.
- 3. Compute the interest amounts for each range of dates that has a different balance, and sum them together.

For example, an institution has an interest rate of 10% based on a 360 day interest year, equating to a daily interest rate of .10 / 360 days, or .0002777. A student makes a \$500 security deposit on April 1st. On April 15th, \$100 of that deposit is allocated to dorm damage charges, reducing the security

deposit to \$400. When interest is calculated on April 30th, Colleague calculates the interest as follows:

- \$2.08 for the period of April 1st through April 15th (\$500 x .0002777 x 15 days)
- \$1.67 for the period of April 16th through April 30 (\$400 x .0002777 x 15 days)
- \$3.75 total interest for the month of April (\$2.08 + \$1.67)

Interest Posting

When you receive a deposit from an individual or an organization, you can choose to hold that deposit in reserve, or allocate all or part of it to any outstanding invoices. If you do not allocate the total deposit, a deposit balance is established.

Use the Deposit Interest Processing (DEIP) screen to actually generate and post interest for selected AR accounts with deposit balances. You can specify deposit types for which to process interest as well as identify specific individuals or organizations for which to process deposit interest.

07/31/97	10:22	DEPOSIT	INTEREST	PROCESSING	DEIP
1 Saved	List Name.:				
2 Transa	ction Date: 07/	31/97			
3 Deposi	t Types				
1:					
2:					
3:					
4:					
5:					
6:					
4 Person	s/Organizations				
1:	2				
2:					
3:					
4:					
5:					
6:					
5 * Addi	tional Selectio	n Criteria	: No		
Savedlist	LookUp:				

Figure 5-17: Deposit Interest Processing (DEIP) Screen

Procedures for Calculating Interest on Deposits

This section provides the procedures for

- defining the interest number of days
- processing deposit interest

Procedure for Defining the Interest Number of Days

Use the Interest Calc Parameters (INTP) screen to define the number of days in a year Colleague uses to calculate interest. See"Interest Calculation" on page 5-74 for more information about the INTP screen.

Procedure for Processing Deposit Interest

Step	Action	Hints
1	Access the Deposit Interest Processing (DEIP) screen.	
2	Complete the screen. Enter any selection criteria.	You can select the accounts for which Colleague processes interest for by using a saved list of deposit holders and/or using the other selection options on the screen. The transaction date is the date the interest is calculated on and up to.
3	Run the process by finishing from the screen.	

Complete the following steps to process interest payments on deposits.

Table 5-20: Steps for Processing Deposit Interest

Using Accounts Receivable & Cash Receipts

Account Management

Calculating Finance Charges and Interest

Using Accounts Receivable & Cash Receipts

In This Chapter

This chapter describes how finance charges are calculated and applied to overdue AR accounts as well as how interest payments are calculated and applied to AR account balances.

For Information About	See
printing the finance charge register	"AR Finance Charge Register" on page 6-2
posting the finance charges	"AR Finance Charge Update" on page 6-4
printing the interest register	"AR Account Interest Register" on page 6-7
posting the interest payments	"AR Account Interest Update" on page 6-9

Table 6-1: Information Provided in the "Calculating Finance Charges and Interest" Chapter

Before You Begin

Before you begin you should read "Understanding an Individual's Receivables" on page 2-5 to understand how Colleague generates student receivables.

6-1
Understanding Finance Charges

If an AR account for a student or an organization is overdue, your institution may choose to assess finance charges on the outstanding balance.

Colleague's procedure for calculating finance charges is a two step process. The first step, generating the AR Finance Charge Register, calculates and creates the finance charges. The second step, running the AR Finance Charge Update, actually posts the finance charges to the affected AR accounts.

Each of these steps is described below.

AR Finance Charge Register

Generating the register allows you to verify the finance charges calculated by Colleague before they are posted to the AR accounts. The AR Finance Charge Register can be run as many times as is necessary to assess the correct finance charges. If the report contains errors, check your calculation setup and selection criteria, make any changes, and run the report again. Repeat this process until the register reflects the correct finance charge assessments. Use the AR Finance Charge Register (FCGR) process to generate the report for the selected AR accounts.

```
07/24/97 16:04
                         AR FINANCE CHARGE REGISTER
                                                                       FCGR
Status: Post Run
                        Operator: Donna Stubin
                                                             Date: 07/08/97
                                                 7 Minimum Charge...:
 1 Start Date....: 07/01/97
                                                                       5.00
 2 Cutoff Date...: 07/24/97
                                                 8 Charge Below Min.: Yes
 3 Invoice Date..: 07/24/97
                                                9 Grace Days.....
                                                                      10
                                                10 Charge Grace Days: No
 4 Term....:
                                                11 Include Pay Plans: Yes
 5 Charge AR Code: FIN Finance Charges
 6 Interest Rate.: 10.00
12 Saved List Name..:
13 AR Types.....
                                Student Receivable
                      1: 01
                       2:
                       3:
14 AR Accountholders:
                      1 :
                       2:
                       3:
                       4:
15 Additional Selection Criteria: N
```

Figure 6-1: AR Finance Charge Register (RCGR) Screen

The AR Finance Charge Register (FCGR) screen has the following main sections:

- calculation setup section
- selection criteria section

Each of these sections is described below.

Calculation Setup

Before Colleague can create finance charges, you must provide the basic information needed to perform the calculations. This information includes the following:

Date Information: Use the Start Date and Cutoff Date fields to define the finance charge period. The Invoice Date field indicates the transaction date of the finance charges. The Term field is used to limit finance charges to invoices for a specific term.

Charge AR Code: The AR code tells Colleague how to distribute the revenue from the finance charges that are assessed.

Calculation Information: Colleague uses the interest rate to calculate the finance charges. Use the minimum charge fields to assess a minimum amount, or no amount depending on the finance charge Colleague calculates for an account. The grace days fields define whether grace days are included in the finance charge calculations. Use the payment plan field to include or exclude payment plan payments from the calculations.

Selection Criteria

When you run the AR Finance Charge Register, you can choose the accounts for which to assess finance charges. You can use a saved list of accounts, AP types, individual account holders, or a combination of selection criteria to identify the accounts for which you want finance charges assessed.

AR Finance Charge Update

When the register is error-free, use the AR Finance Charge Update (FCGU) process to post the finance charges that were created. Colleague uses those records listed on the last register generated when running the actual update.

Once you have run the update process, you can no longer go back and change the calculation setup or selection criteria.

Colleague gives you the option of associating the invoices generated from the update with a batch name or number. If you use a batch, the batch name or number cannot be a duplicate of one that has already been used.

```
07/24/97 16:23
                          AR FINANCE CHARGE UPDATE
                                                                       FCGU
Status: Report Run
                       Operator: Donna Stubin
                                                             Date: 07/24/97
           Finance charges will be generated for 31 accounts
   Start Date....: 07/01/97
   Cutoff Date....: 07/24/97
   Invoice Date....: 07/24/97
   Term...
              . . . . . . :
   Charge AR Code...: Finance Charges
   Interest Rate....: 10.00
   Minimum Charge...:
                       5.00
   Charge Below Min.: Y
   Grace Days....: 10
   Charge Grace Days: N
   Include Pay Plan.: Y
 1 Batch..... _
```

Figure 6-2: AR Finance Charge Update (FCGU) Screen

Procedure for Processing Finance Charges

Complete the following steps to calculate and post AR finance charges.

Step	Action	Hint
1	Access the AR Finance Charge Register (FCGR) screen.	
2	Complete the FCGR screen. You can limit the accounts for which Colleague calculates finance charges by specifying: • a saved list of accounts	The start date is usually the cutoff date of the previous finance charge period. Since Colleague does not keep this date on file, you must keep a manual record of this date.
	 one or more AR types one or more individual account holders additional selection criteria 	If you enter a term in the Term field, Colleague only calculates finance charges on invoices for the specified term.
		If you enter Y in the Charge Below Minimum field, and the finance charge calculated is below the Minimum Charge you enter, Colleague assesses the Minimum Charge instead. If you enter N , and the finance charge calculated is below the Minimum Charge, no finance charge is assessed.
		If you enter Y to Charge Grace Days, Colleague adds the Grace Days you enter to the invoice due date before calculating the finance charges. If you enter N , Colleague calculates the charges beginning with the invoice due date.
		If you enter Y to Include Pay Plans, Colleague subtracts any deferred invoice payments from the balance before calculating the finance charges. If you enter N , Colleague calculates the finance charges on the entire invoice's outstanding balance.
3	Run the register by finishing from the FCGR screen.	
4	Verify the finance charges calculated are correct.	
	If the charges are not correct, check your calculation setup and selection criteria.	

Table 6-2:	Steps	for	Processing	Finance	Charges
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				

Step	Action	Hint
5	Make any changes needed to calculate the correct finance charges and run the report again.	You can run the register as many times as you need to assess the correct finance charges.
	Repeat this process than the register is error-free.	
6	Access the AR Finance Charge Update (FCGU) screen.	If you have not run the register first, Colleague does not allow you to run the update.
7	Enter any batch information.	The batch name or number cannot be a duplicate of a previous batch.
8	Run the update by finishing from the FCGU screen.	

 Table 6-2: Steps for Processing Finance Charges (Continued)

## **Understanding Interest Payments**

If an AR account for a student or an organization has a credit balance, your institution may choose to, or be required to, pay interest on the amount that has been overpaid.

Colleague's procedure for calculating interest payments is a two step process. The first step, running the AR Account Interest Register, calculates and creates the interest payments. The second step, running the AR Account Interest Update, actually posts the interest payments to the affected AR accounts.

Each of these steps is described below.

### **AR Account Interest Register**

Generating the register allows you to verify the interest payments calculated by Colleague before they are posted to the AR accounts. The AR Account Interest Register can be run as many times as is necessary to calculate the correct interest payments. If the report contains errors, check your calculation setup and selection criteria, make any changes, and run the report again. Repeat this process until the register reflects the correct interest payments. Use the AR Account Interest Register (ARIR) process to generate the report for the selected AR accounts.

07/24/9716:27AR ACCOUNT INTEREST REGISTERStatus: Report RunOperator: Donna StubinDate: 07.	ARIR /18/97
1 Start Date: 07/01/97 5 Interest Rate 10.00 2 Cutoff Date.: 07/24/97 6 Minimum Credit Balance: 10.00 3 Invoice Date: 07/24/97 7 Credit AR Code INT Interest 4 Term	
8 Saved List Name:	
9 AR Types 1: 2: 3: 4:	
10 AR Accountholders: 1: 2: 3: 4:	
11 Additional Selection Criteria: <u>N</u>	

Figure 6-3: Example of the AR Account Register (ARIR) Screen

The AR Account Interest Register (ARIR) screen has the following main sections:

- calculation setup section
- selection criteria section

Each of these sections is described below.

#### **Calculation Setup**

Before Colleague can create interest payments, you must provide the basic information needed to perform the calculations. This information includes the following:

**Date Information:** Use the Start Date and Cutoff Date fields to define the interest payment period. The Invoice Date field indicates the transaction date of the interest payments. The Term field is used to limit interest payments to invoices for a specific term.

**Calculation Information:** Colleague uses the interest rate to calculate the interest payments. Use the minimum credit balance field to limit the balance amounts for which Colleague calculates interest for an account.

**Credit AR Code:** The AR code tells Colleague how to distribute the expense from the interest payments that are made.

#### **Selection Criteria**

When you run the AR Account Interest Register, you can choose the accounts for which to make interest payments. You can use a saved list of accounts, AR types, individual account holders, or a combination of selection criteria to identify the accounts for which you want interest payments made.

#### **AR Account Interest Update**

When the register is error-free, use the AR Account Interest Update (ARIU) process to post the interest payments that were created. Colleague uses those records listed on the last register generated when running the actual update.

• Once you have run the update process, you can no longer go back and change the calculation setup or selection criteria.

Colleague gives you the option of associating the invoices generated from the update with a batch name or number. If you use a batch, the batch name or number cannot be a duplicate of one that has already been used.

07/24/97 16:29 Status: Report Run	AR ACCOUNT INTEREST UPDATE )perator: Donna Stubin	ARIU Date: 07/24/97
Interest paymo Start Date Cutoff Date Invoice Date Term Interest Rate Minimum Credit Balancu	2nts will be generated for 128 accounts 2nts will be generated for 128 accounts 2nts 07/24/97 2nts 07/24/97 2nts 10.00 2nts 10.00 2nts 10.00	nts
Credit AR Code	:: _	

Figure 6-4: Example of the AR Account Interest Update (ARIU) Screen

# **Procedure for Processing Interest Payments**

Complete the following steps to calculate and post AR interest payments.

Step	Action	Hint
1	Access the AR Account Interest Register (ARIR) screen.	
2	Complete the ARIR screen. You can limit the accounts for which Colleague calculates interest payments by specifying: • a saved list of accounts • one or more AR types	The start date is usually the cutoff date of the previous interest payment period. Since Colleague does not keep this date on file, you must keep a manual record of this date.
	<ul><li> one or more individual account holders</li><li> additional selection criteria</li></ul>	If you enter a term in the Term field, Colleague only calculates interest payments on credit balances for the specified term.
		If you enter a Minimum Credit Balance, Colleague does not calculate interest payments for any accounts with balances below the amount entered.
3	Run the register by finishing from the ARIR screen.	
4	Verify the interest payments calculated are correct.	
	If the payments are not correct, check your calculation setup and selection criteria.	
5	Make any changes needed to calculate the correctinterest payments and run the report again.Repeat this process until the register is error-free.	You can run the register as many times as you need to assess the correct interest payments.
6	Access the AR Account Interest Update (ARIU) screen.	If you have not run the register first, Colleague does not allow you to run the update.
7	Enter any batch information.	The batch name or number cannot be a duplicate of a previous batch.
8	Run the update by finishing from the ARIU screen.	

#### Table 6-3: Steps for Processing AR Interest Payments

# **Refunding AR Balances**

Using Accounts Receivable & Cash Receipts

This chapter has been replaced by the Processing Account Holder Refunds manual

# **Transferring AR Account Balances**

Using Accounts Receivable & Cash Receipts

## In This Chapter

This chapter describes how to transfer account balances from one AR type to another for an individual account holder, or for or a group of account holders in batch mode.

While Colleague allows you to transfer AR balances for an account holder from one AR type to another, you cannot transfer balances from one AR account holder to another using this process.

## **Before You Begin**

Before you can transfer an account holder's balance, you must complete the following:

Information Needed	Reference	
AR types	Getting Started with the Student System	
Generated charges for an account holder	"Overview of the Billing Process" on page 2-1	

Table 6-9: Information Needed to Transfer Account Balances

## **Understanding AR Account Balance Transfers**

Each sub-ledger is associated with a specific AR type which, in turn, is associated with a specific acccount number in the general ledger. When an individual or organization incurs a charge, it is associated with a specific sub-ledger for an accounts receivable AR type. For example, most of the charges incurred by your students are associated with your student receivables. Because an account holder can have more than one type of receivable, such as student and employee receivables, charges can sometimes get posted to the wrong sub-ledger.

You may also need to "write off" unpaid accounts after a certain period of time. Your institution may choose to handle this by transferring these uncollectable account balances to a "bad debt" receivable for special handling and attention. You can associate the "bad debt" receivable with a special account number in your general ledger.

When you transfer an account balance, Colleague creates a new invoice for the selected account holder in the amount of the transferred balance with the new AR type.

You can transfer invoices or account balances for an individual account holder, or for a group of account holders. While the individual transfer process allows you to transfer specific invoice items, or specific amounts of an invoice item, the batch transfer process can only transfer debit and credit account balances.

### **Batch AR Account Transfers**

You can transfer account balances, including credit balances, from one AR type to another using a batch transfer process. While the batch transfer process can be used for an individual account holder, it is commonly used to transfer account balances for a group of account holders. If you want to identify specific invoice items or specific amounts to be transferred, see "Individual AR Invoice Account Transfers" on page 6-33.

Transferring account balances requires you to run two separate processes. The first process consists of producing a register of the account balances you intend to transfer. This allows you to review the register for accuracy prior to actually transferring the account balances. Use the the register as a means to verify that account balances will be transferred for the correct account holders to the correct AR type. You can run the register as often as you need, making modifications to individual accounts, or changing the register's parameters or selection criteria to produce the results you want.

Once you have verified that the correct account balances will be transferred to the correct AR type, you then run an update process. The update process actually transfers the account balances that were selected the last time you ran the register. Colleague does not allow you to update the accounts without having first produced an AR account transfer register.

Use the Batch AR Acct Transfer Regstr (BATR) screen to produce a register of the account balances you want to transfer. You must run the BATR process prior to running the batch update process. See "Understanding Batch AR Account Transfer Update" on page 6-32 for information about the update process.

09/17/99 08:27 BATCH Status: Report Run Operato	AR ACCT TR r: Donna S	ANSFER REGSTR tubin	Date:	BATR 09/17/99	
1 Cutoff Date					
6 Saved List Name: 7 AR Codes Incl: 1: TUI 8 AR Codes Excl: 1: 9 Locations Incl.: 1: 10 Locations Excl.: 1: 11 Terms: 1: 12 AR Accountholder 1: 1053982 Mr. Gregory M. Stub 2: 3: 4: 13 Additional Selection Criteri	2: 2: 2: 2: 2: in	3: 3: 3: 3: 3:	4: 4: 4: 4: 4:		

Figure 6-11: Example of the Batch AR Acct Transfer Regstr (BATR) Screen

This section describes the key fields on the Batch AR Acct Transfer Regstr screen. Refer to online help for information about the other fields on the BATR screen.

**Cutoff Date.** Colleague uses the cutoff date to select invoices to be transferred for an account holder. Any charges with an invoice date later than the one you enter here are not selected to be transferred. For example, if you enter 9/1/99 as the cutoff date, Colleague does not select any invoices created on or after 9/2/99. Colleague defaults the cutoff date to the current date, but you can enter another date.

**Invoice Date.** Colleague assigns the invoice date you enter here to the new invoices that will be created with the new AR type when you run the update process. Colleague defaults the invoice date to the current date, but you can enter another date.

**From AR Type.** This identifies the type of receivable, for example "student receivables," from which you want to transfer charges. For the selected account holders, Colleague transfers any account balances matching the AR type that you enter here.

**To AR Type.** This identifies the type of receivable, for example "bad debt," to which you want to transfer charges. For the selected account holders, Colleague transfers the account balances to the

AR type that you enter here. Colleague does not allow you to enter the same AR type from which you are transferring charges.

**Include Credit Balances.** You can choose to have Colleague transfer only accounts that have debit balances, or you can have Colleague transfer credit as well as debit balances to the new AR type. Enter  $\mathbf{Y}$  to have Colleague transfer both types of balances, or enter  $\mathbf{N}$  to transfer only debit balances.

**Selection Criteria.** You can enter selection criteria to limit the account holders for which balances are transferred. You can use a saved list of account holders, the selection criteria on the BATR screen, or a combination of both.

ß	If you do not enter any selection criteria, Colleague issues a warning that all accounts
	with the selected AR type will be transferred.

#### **Understanding Batch AR Account Transfer Update**

Use the Batch AR Acct Transfer Update (BATU) screen to transfer the account balances for account holders selected the last time you ran the Batch AR Acct Transfer Regstr (BATR) process. You cannot run the batch transfer process if you have not first run the batch register process. See "Understanding the AR Account Transfer Register" on page 6-31 for information about creating the batch transfer register.

09/17/99 08:28 Status: Report Run	BATCH AR ACCT TRANSFER UPDATE Operator: Donna Stubin	BATU Date: 09/17/99
Account tra	ansfer will be done for 1 invoice	
Cutoff Date	: 09/17/99	
Invoice Date	: 09/17/99_	
From AR Type	: Student Receivables	
To AR Type	: Employee Receivables	
Include Credit Bala	ances: No	
1 AR Codes Included.	: 1: <u>T</u> uition	
	2:	
2 AR Codes Excluded.	: 1:	
	2:	
3 Batch	:	
Controller AR Codes	Included	Value 1/1

Figure 6-12: Example of the Batch AR Acct Transfer Update (BATU) Screen

This section describes the key fields on the Batch AR Acct Transfer Update screen. Refer to online help for information about the other fields on the BATU screen.

**AR Codes Included.** This field displays any AR codes that were specifically included in the transfer process when the batch transfer register was created. When you run the register, you can choose to include certain AR codes, or exclude AR codes, but not both. Any invoice items for the selected account holder(s) with an AR code matching the ones displayed here, and that also match any other selection criteria entered on the BATR screen, are transferred to the new AR type.

If you want to change the AR codes displayed here, you must do so by running the BATR process again with the desired AR codes included.

**AR Codes Excluded.** This field displays any AR codes that were specifically excluded from the transfer process when the batch transfer register was created. When you run the register, you can choose to include certain AR codes, or exclude AR codes, but not both. Any invoice items for the selected account holder(s) with an AR code matching the ones displayed here, and that also match any other selection criteria entered on the BATR screen, are *not* transferred to the new AR type.

If you want to change the AR codes displayed here, you must do so by running the BATR process again with the desired AR codes excluded.

**Batch.** You can associate the new invoices created from this process with an invoice batch by entering an unused batch number here, or you can leave this field blank.

### **Individual AR Invoice Account Transfers**

You can transfer specific invoices (but not adjusting invoices) for an individual account holder from one AR type to another. The individual transfer process can be used to transfer specific invoice items as well as specific amounts for invoice items. If you do not need to identify specific invoices or invoice items to be transferred, you can transfer the entire balance for an account holder using the batch transfer process. See "Batch AR Account Transfers" on page 6-30.

When you transfer the balance of an invoice or invoice items, Colleague creates a new invoice with the new AR type you identify.

#### **Understanding the AR Invoice Account Transfer**

Use the AR Invoice Account Transfer (ARTR) screen to transfer specific charges for an individual account holder from one AR type to another.

09/17/99 08:05 AR INVOICE Stubin, Mr. Gregory M. ID: Fairfax, VA 22033	ACCOUNT TRA 1053982	NSFER SSN: 010-05-1992 Birth: 02/	ARTR Age: 19 '29/1980
Invoice.: 000002597 Registration - Type: Location:	99/FA AR T Term Date	ype: Student Recei : 99/FA : 03/12/98 Du	.vables 1e: 08/31/99
1 0 R Tune • 02 Employe	o Rocoiushl	0C	
2 Inunice/Description: 000012345 Re	distration -	- 99/FA	
3 Date	giseración		
4 AR Code/ * Description	Balance	Transfer Amt Rema	ining Bal
1: ACTVT Student Government Fee	40.00	40.00	ō.00
Student Government Fee			
2: HSFEE Health Service Fee	166.00	166.00	0.00
Health Service Fee			
3: TUI Tuition	561.00	561.00	0.00
Tuition			
5 * Comments: 1: Total:	767.00	767.00	0.00
6 * Original Invoice Comments: 1: AR Tune LookUn: 82	7 *	Original Invoice I	nquiry:

Figure 6-13: Example of the AR Invoice Account Transfer (ARTR) Screen

This section describe the key fields on the AR Invoice Account Transfer screen. Refer to online help for information about the other fields on the ARTR screen.

**AR Type.** This identifies the type of receivable, for example "employee receivables," to which you want to transfer charges. For the selected account holder, Colleague transfers the specified invoice charges to the AR type that you enter here. Colleague does not allow you to enter the same AR type from which you are transferring charges.

**Invoice/Description.** You can use these fields to assign a specific number to the new invoice Colleague creates as well as change the description of the invoice you are transferring. If you do not specify an invoice number, Colleague assigns one automatically.

**Date.** Colleague assigns the invoice date you enter here to the new invoice that will be created with the new AR type. Colleague defaults the invoice date to the current date, but you can enter another date.

**AR Code Group.** All invoice line items for the invoice are displayed here with their descriptions and outstanding balances. Colleague defaults the outstanding balance for each invoice item into the transfer amount field, but you can override this amount and enter another amount for each individual invoice item. Colleague adjusts the remaining balance for the invoice item and for the entire invoice when you change a transfer amount.

### **Procedures for Transferring AR Account Balances**

This section provides procedures for:

- transferring AR account balances in batch mode
- transferring individual AR invoice balances

#### Procedure for Transferring AR Account Balances in Batch Mode

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	Action	Hints
1	Identify any individual account holders for whom you want to transfer account balances.	You can create a saved list used to limit selection.
2	Access the Batch AR Acct Transfer Regstr (BATR) screen.	
3	Enter the follow date fields:	
	<ul> <li>Cutoff Date - charges with an invoice date later than the one you enter are not included in the batch transfer register.</li> <li>Invoice Date - this date is assigned to the new invoices created from the batch transfer update process.</li> </ul>	
4	Enter AR type fields:	The From AR Type and To AR
	<ul> <li>From AR Type - charges with this AR type are selected for transfer.</li> <li>To AR Type - charges selected are transferred to this AR type.</li> </ul>	Type cannot be the same.
5	Define the Include Credit Balances field.	
	<ul> <li>Enter Y to transfer both credit and debit balances for selected accounts</li> <li>Enter N to transfer only debit balances for selected accounts.</li> </ul>	
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.
7	Finish from the BATR screen to produce the batch AR account transfer register.	Account balances are not actually transferred until you run the update process.

Table 6-10: Steps for Transferring AR Account Balances in Batch Mode

Step	Action	Hints
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.	
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.
10	Access the Batch AR Acct Transfer Update (BATU) screen.	
11	Verify that the information displayed is correct.	
	If not, cancel from the BATU screen and repeat <b>step 2 through step 8 until the correct information is displayed.</b>	
12	Enter an optional batch number to associate the new invoices created with an invoice batch.	
13	Finish from the BATU screen to transfer the selected account balances by creating new invoices with the new AR type.	

Table 6-10: Steps for Transferring AR Account Balances in Batch Mode (Continued)

### Procedure for Transferring an Individual AR Invoice Balance

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

Step	Action	Hints
1	Access the AR Invoice Account Transfer (ARTR) screen for the individual account holder for whom you want to transfer charges.	
2	Enter the number of the invoice you want to transfer, or use the LookUp function to help you find the one you want.	
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.
4	Enter an optional invoice number and description.	
5	Enter the date assigned to the new invoice created from this process.	

 Table 6-11: Steps for Transferring an Individual AR Invoice Balance

Step	Action	Hints
6	Accept or change the transfer amount displayed for the individual invoice items.	
7	Finish from the ARTR screen to transfer the invoice balance by creating a new invoice with the new AR type.	

Table 6-11: Steps for Transferring an Individual AR Invoice Balance (Continued)

# **Transferring AR Payments**

Using Accounts Receivable & Cash Receipts

## In This Chapter

This chapter describes how to transfer all or part of a payment for an individual or for a group of individuals, and supports the types of scenarios listed in table 6-12.

For Information About	See
"Transferring a Payment From One Specific Term to Another"	page 6-43
"Changing a Term-Specific Payment to a Non-Term Payment"	page 6-43
"Changing a Non-Term Payment to a Term-Specific Payment"	page 6-43

Table 6-12: Payment Transfer Scenarios

## **Before You Begin**

Before you begin, you should have a thorough understanding of the different types of payments used in Colleague, and how Colleague allocates them. See "Allocating Payments Automatically" beginning on page 4-95 for information about payment allocation.

Not all types of payments can be transferred; refer to table 6-13 on page 6-42 to identify the types of payments that can be transferred between terms.

## **Understanding Payment Transfers**

When a payment is made against an individual's account, you can apply it to a specific term, in which case it can only be allocated to charges that have been associated with that term. Or, you can make a payment that is not applied to any term, allowing the payment to be allocated to any charges, term-related or not.

If you manually allocate a payment to a specific invoice or invoice item, you cannot use the payment transfer function to change its term information. Colleague *never* reallocates payments that have been manually allocated. See "Allocating Payments Manually"beginning on page 4-123 for information about reallocating these types of payments. You can, however, reallocate or unallocate all or a part of a manually-allocated payment, allowing the unallocated part to be transferred. See "Individual Payment Term Transfers" beginning on page 6-48 for more information.

To transfer a payment that has been automatically allocated, Colleague actually reverses the original payment and creates one or more new payments with the new term information. If you transfer the entire payment amount, Colleague reverses the original payment and creates a new payment for the same amount in the new term (or in some cases, without a term). If you transfer only part of a payment, Colleague still reverses the entire payment. Then Colleague creates a new payment related to the original term (or in some cases, without a term) for the amount that did not get transferred, and creates a new payment for the term to which you are transferring the amount.

For example, in figure 6-14, Paula Walsh was charged \$150.00 on January 8, 2001 for miscellaneous book store charges for the 2001 Winter term. On January 22, 2001, she was charged \$75.00 for a 2001 Spring parking permit. When she made a payment of \$225.00 on January 29, 2001, the cashier recorded the entire amount with the 2001 Spring term. Because it was specifically recorded with the Spring term, Colleague could not allocate any part of the payment to the 2001 Winter invoice. When the business office discovered that the entire payment had been applied to the Spring term, they transferred \$150 of the original payment to the 2001 Winter term to pay off Paula's outstanding bookstore charges. This action caused Colleague to reverse the original \$225.00 payment recorded with the 2001 Spring term. Then Colleague created two new payments: a new \$75.00 payment in the 2001 Spring term allocated to Paula's \$75.00 parking invoice, and a new \$150.00 payment in the 2001 Winter term allocated to Paula's bookstore charges.

Refer to "Types of Transfers" beginning on page 6-42 for the types of payments that you can transfer, as well as for detailed explanations of when to use payment term transfers.



Figure 6-14: Example of Payment Transfer Transactions

### **Types of Transfers**

Not all types of payments can be transferred between terms. Table 6-13 below outlines the types of payments that you can transfer.

Type of Payment	Transferable?
unallocated payment balances resulting from cash receipt payments that have not been manually allocated	yes
cash receipt payments (that have not been manually allocated)	yes
deposits	no
financial aid payments	no
new payments created from the payment term transfer process	<b>yes</b> (see note below)
payroll deduction payments	yes
refund vouchers	no
reversed or reversing payments created by the transfer process	no (see note below)
sponsor payments	no
zero-dollar payments (system-generated)	no

Table 6-13: Types of Payments You Can Transfer

Any payment that was reversed, or is a reversing payment that was created from the payment term transfer process cannot be transferred again. For example, a cashier records a \$100 cash receipt payment for an account holder for the 1999 Summer term. Subsequently, the payment is transferred to the 1999 Fall term, creating a reversing payment of \$100, and creating a new \$100 payment in the 1999 Fall term. While you can transfer the new \$100 payment created in the 1999 Fall term, you cannot transfer the corresponding original cash receipt payment nor the reversing payment. See "Understanding Payment Transfers" on page 6-40 for more information.

The following sections explain the scenarios for which you can use the payment term transfer process.

#### Transferring a Payment From One Specific Term to Another

Once a payment has been applied to a specific term, Colleague does not use any part of it to pay invoices for another term. For example, a student has incurred \$2500 of registration charges for the 1999 Fall term and makes a \$2500 payment that is applied to that term. The student later receives financial aid for the 1999 Fall term in the amount of \$1500 which is applied to those same charges. Although \$1500 of the original payment made by the student can now be reallocated to other charges, the student has no other outstanding charges for the 1999 Fall term. The student has already registered for the 2000 Spring term, however, the \$1500 cannot be applied to those charges because it was originally allocated to the 1999 Fall term.

You can use the payment transfer process to move the \$1500 to the 2000 Spring term.

#### Changing a Term-Specific Payment to a Non-Term Payment

As in the example above, when a payment is applied to a specific term, Colleague does not use any part of it to pay invoices that are not term-related, or that are associated with another term. For example, a student has incurred \$2500 of registration charges for the 1999 Fall term and makes a \$3000 payment that is for that term. Although \$2500 of the payment is allocated to the registration charges, the remaining \$500 dollars remains unallocated because the student has no other outstanding charges related to the 1999 Fall term. Even though the student has outstanding charges for non-term-related parking fines, they cannot be paid with any of the remaining \$500 because they are not directly related to the 1999 Fall term.

Whereas the example above transfers a payment to another term, you can also use the payment transfer process to change the remaining \$500 in this example to a non-term payment that can be allocated to any charges, term-related or not.

#### Changing a Non-Term Payment to a Term-Specific Payment

An institution may elect to always apply a term to each cash payment that is recorded so that it gets allocated to the correct charges. If a cashier accidentally forgets to apply a term when recording a cash payment, you can transfer the payment to the correct term. For example, in October 1999, a cashier records a cash receipt for \$500 and forgets to apply it to the 1999 Fall term. Because the student also has outstanding tuition charges from the 1999 Summer term, Colleague would automatically allocate this non-term payment to the summer tuition charges first because they are older. However, pending the resolution of a billing discrepancy from the summer term, the student only wants the payment to be applied to tuition charges for the 1999 Fall term.

You can use the payment transfer process to change the \$500 non-term payment to a payment that is applied to the 1999 Fall term.

## **Batch Payment Term Transfers**

You can transfer account payments from one term to another as described in "Understanding Payment Transfers" on page 6-40 using the batch payment term transfer process. This process allows you to transfer entire payments that have been system-allocated by Colleague. You can also use the batch process to transfer only unallocated payment balances; specifically payments that are either unallocated or overallocated.

If any part of a payment has been manually allocated at the invoice level or invoiceitem level, you cannot use the batch payment transfer process to transfer any part of a payment, even if the payment has system-allocated or unallocated amounts. See "Allocating Payments Manually"beginning on page 4-123 for information about reallocating these types of payments.

While the batch transfer process can be used for an individual account holder, it is commonly used to transfer payments or unallocated payment balances for a group of account holders. If you want to identify specific payments or specific payment amounts to be transferred, see "Individual Payment Term Transfers" on page 6-48.

Transferring account payments or unallocated payment balances requires you to run two separate processes. The first process consists of producing a register of the amounts you intend to transfer. This allows you to review the register for accuracy prior to actually transferring the amounts. Use the register as a means to verify that the amounts will be transferred for the correct account holders with the correct term (or in some cases, non-term). You can run the register as often as you need, making corrections to the Colleague database, or changing the register's parameters or selection criteria to produce the results you want.

Once you have verified that the correct amounts will be transferred to the correct term, you then run an update process. The update process actually transfers the amounts that were selected the last time you ran the register. Colleague does not allow you to run the update process without having first produced an AR account transfer register.

### **Transferring Unallocated Payment Balances**

One way you can use the batch payment term transfer process is to transfer payments with unallocated payment balances only. This includes payments that have not yet been allocated to any charges, and payments that have been overallocated. For example, if a payment is applied to a term in which no charges exist, it remains unallocated until charges are incurred and batch payment allocation is run.

A payment that is automatically allocated can also become "overallocated" if the charges are subsequently paid by another source, such as a sponsor billing or financial aid. For example, a student has incurred \$2000 of registration charges for the 1999 Fall term and makes a \$2000 payment

that is allocated to those charges by Colleague. The student later receives financial aid for the 1999 Fall term in the amount of \$1500 which is applied to those same charges. In this case, the payment made by the student overpays the tuition charges, or becomes "overallocated" by \$1500. Although the \$1500 can now be reallocated to other charges, the student has no other outstanding charges for the 1999 Fall term. The student has already registered for the 2000 Spring term, however the \$1500 cannot be applied to those charges because it was originally allocated to the 1999 Fall term.

You can use the payment transfer process to transfer these unallocated and overallocated payments.

Prior to transferring unallocated payment balances, be sure to run the batch payment allocation (BPMA) process first. This ensures that all payments have been properly allocated so that the unallocated payment balances you transfer are accurate. See "Understanding Batch Payment Allocation" on page 4-104 for more information.

#### **Understanding the Batch Payment Term Transfer Register (BPTT)**

Use the Batch Payment Term Transfer (BPTT) screen to produce a register of the payments or unallocated payment balances you want to transfer. You must run the BPTT process prior to running the batch update process. See "Understanding the Batch Payment Term Update (BPTU)" on page 6-47 for information about the update process.

06/05/02 07:53 Status: Report Run	BATCH I Operator	PAYMENT TERM : Donna Stul	1 TRANSFER Din	E Date: 06/05	8PTT 5/02
1 Cutoff Date					
6 Saved List Name.: 7 Locations Incl: 8 Locations Excl: 9 AR Accountholder: 10 Additional Selecti	1: 1: 1082894 2: 3: 4: 5: 6: 7: on Criteria	2: 2: Paula Walst : <u>N</u>	3: 3: 1	4: 4:	

Figure 6-15: Example of the Batch Payment Term Transfer (BPTT) Screen

This section describes the key fields on the Batch Payment Term Transfer screen. Refer to online help for information about the other fields on the BPTT screen.

**Cutoff Date.** Colleague uses the cutoff date to select payments to be transferred for an account holder. Any payments with a date later than the one you enter here are not selected to be transferred. For example, if you enter 9/1/99 as the cutoff date, Colleague does not select any payments recorded on or after 9/2/99. Colleague defaults the cutoff date to the current date, but you can enter another date.

**AR Type.** Enter the type of receivable for which you want to transfer payments, such as your student receivable AR type. Colleague selects only payments with this AR type to be transferred.

**From Term.** Enter the academic term from which you want to transfer payments. If you do not enter a term, Colleague selects all non-term-specific payments that also meet any other selection criteria you enter on the BPTT screen.

The term you transfer payments from cannot be the same term to which you transfer payments.

**To Term.** Enter the academic term to which you want to transfer payments. If you do not enter a term, Colleague changes all selected payments to non-term-specific payments, which can be allocated to charges from any term.

The term you transfer payments to cannot be the same term from which you transfer payments.

**Transfer Only Unallocated Payments.** You can choose to transfer only the payments or parts of payments that are unallocated or overallocated. See "Transferring Unallocated Payment Balances" on page 6-44 for more information.

If you choose to transfer entire payments by selecting "N," Colleague attempts to transfer all selected payments. If any of the payments selected for processing have been manually allocated (totally or partially), Colleague issues a warning on the batch payment term transfer register and does not transfer those payments. For information on reallocating these types of payments, see "Allocating Payments Manually" beginning on page 4-123.

### **Understanding the Batch Payment Term Update (BPTU)**

Use the Batch Payment Term Update (BPTU) screen to transfer the payments or unallocated payment balances for account holders selected the last time you ran the Batch Payment Term Transfer (BPTT) process. You cannot run the batch transfer process if you have not first run the batch register process. See "Understanding the Batch Payment Term Transfer Register (BPTT)" on page 6-45 for information about creating the batch payment term transfer register.

06/05/02 08:06 Status: Report Run	BATCH PAYMENT TERM UPDATE Operator: Donna Stubin	BPTU Date: 06/05/02
1 OK to proceed?: Yes		
Payment tr	ansfer will be done for 1 payment	
Cutoff Date AR Type From Term To Term Credit Balances On	: 01/29/01 : Student Receivables : Spring 2001 Winter 2001 ly.: Yes	

Figure 6-16: Example of the Batch Payment Term Update (BPTU) Screen

This screen displays the parameters used to produce the last Batch Payment Term Transfer register. If you want to change any of the information displayed here, you must do so by running the BPTT process again with the desired parameters.

If you the parameters displayed are correct, enter **Y** to complete the transfer process.

## **Individual Payment Term Transfers**

You can transfer a specific payment or part of a payment for an individual account holder from one term to another as described in "Understanding Payment Transfers" on page 6-40 using the online payment term transfer process. This one-step process allows you transfer a payment or a part of a payment that is either unallocated, or has been automatically allocated by Colleague. If you do not need to identify a specific payment or part to be transferred, you can transfer multiple payments for an account holder or transfer an unallocated payment balance using the batch payment term transfer process. See "Batch Payment Term Transfers" on page 6-44.

You cannot use the online payment term transfer function to transfer a payment or part of a payment that has been manually allocated. Colleague *never* reallocates payments that have been manually allocated. However, you *can* use this process to transfer any unallocated part of a payment. For example, Paula Walsh makes a \$2500 payment that is applied to the 2001 Spring term, and specifically allocates \$2000 to her 2001 Spring tuition charges. You can use the payment term transfer process to change all or part of the remaining \$500 payment balance to a non-term payment, which can then be allocated to any charges. Or you can transfer all or part of the remaining \$500 payment balance to another term.

Although Colleague never reallocates manually-allocated payments, you can change how a payment has been manually allocated when you use the payment term transfer process. This allows you to unallocate all or part of a payment that had been manually allocated. Once you unallocate a manually-allocated payment, or part of a payment, you can then transfer it to a term or change it to a non-term payment.

Use the AR Payment Term Transfer (APTT) screen to transfer an individual payment or part of a payment for an account holder. From this screen, you can also access the following screens:

- Payment Allocation Adjustment (PAAA) screen to unallocate or reallocate a payment
- Cash Receipt Inquiry (CRIN) screen to view the details of the original cash receipt



Figure 6-17: AR Payment Term Transfer (APTT) Screen Workflow

### Understanding the AR Payment Term Transfer (APTT) Screen

This section describes the fields on the AR Payment Term Transfer screen.

**Payment Amount.** This field displays the original amount of the payment (not the amount of the cash receipt). Since new payments are created when you transfer a payment, the payment amount displayed may not be same as the original cash receipt amount.

**User Allocated.** This field displays the amount (if any) of a payment that has been manually allocated. From this field, you can access the Payment Allocation Adjustment (PAAA) screen as shown in figure 6-17 on page 6-49 to reallocate or unallocate manually allocated payments. You can also use the PAAA screen to reallocate or unallocate payments that have been automatically allocated by Colleague. See "Allocating Payments Manually" beginning on page 4-123 for information about using the PAAA screen.

**Potential Transfer.** Colleague displays the amount of a payment that is either unallocated or system-allocated that is available to transfer. You cannot transfer more than the amount displayed in this field. However, you can change the amount displayed by reallocating or unallocating a payment using the PAAA screen (accessible from the User Allocated field).

**Transfer Amount.** Enter the amount of the payment you want to transfer. This amount cannot exceed the amount displayed in the Potential Transfer field.

**Transfer To Term.** Enter the academic term to which you want to transfer the payment. This must be different from term of the original payment displayed in the From Term field.

If you do not enter a term, Colleague changes the payment to a non-term specific payment which can then be allocated to charges from any term.

**Receipt.** This field displays the number assigned to the original cash receipt from which the payment originated. From this field you can access the Cash Receipt Inquiry (CRIN) screen to view the details of the original cash receipt.

**Payroll.** This field displays the reference number assigned by the Colleague Human Resources application when the payroll deduction was posted to the general ledger.

**AR Posted.** This field indicates whether the payment has been posted to the individual's account, but has no effect on whether you can transfer the payment.

Location. This field displays the location for which the payment was processed.

T4A. For Canadian account holders, this field indicates if the payment is eligible for T4A taxes.

If you make changes and update from the PAAA screen, the payment is still reallocated even if you do not complete the transfer on the APTT screen.

## **Procedures for Payment Transfers**

This section provides procedures for:

- transferring payments in batch mode
- transferring individual payments
- reallocating and transferring individual payments

#### **Procedure for Transferring Payments in Batch Mode**

Complete the steps listed below to transfer payments or unallocated payment balances for one or more account holders in batch mode.

Prior to transferring unallocated payment balances, be sure to run the batch payment allocation (BPMA) process first. This ensures that all payments have been properly allocated so that the unallocated payment balances you transfer are accurate. See "Understanding Batch Payment Allocation" on page 4-104 for more information.

Step	Action	Hints
1	Identify any individual account holders for whom you want to transfer payments.	You can create a saved list used to limit selection.
2	Access the Batch Payment Term Transfer (BPTT) screen.	
3	Enter the following fields: • Cutoff Date • AR Type • From Term • To Term	The From Term cannot be the same as the To Term.
4	<ul> <li>Define the Transfer Only Unallocated Payments field as follows:</li> <li>Enter N if you want to transfer the entire amount of the selected payments.</li> <li>Enter Y if you only want to transfer the unallocated or overallocated parts of the selected payments.</li> </ul>	See "Transferring Unallocated Payment Balances" on page 6-44 for more information.
5	Enter any selection criteria used to limit the accounts processed.	Enter a saved list of account holders, use the selection criteria on the BPTT screen, or a combination of both.

Table 6-14: Steps for Transferring Entire Payments in Batch Mode

Step	Action	Hints
6	Finish from the BPTT screen to produce the term payment transfer register.	
7	Review the term payment transfer register to verify that payments will be correctly transferred.	
8	Rerun the term payment transfer register making any necessary changes.	You can run the register as many times as needed to transfer payments correctly.
9	When the term payment transfer register contains the correct information, access the Batch Payment Term Update (BPTU) screen.	
10	Verify the information displayed on the BPTU screen.	
	• If the information displayed is correct, enter <b>Y</b> and finish from the BPTU 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.	

 Table 6-14: Steps for Transferring Entire Payments in Batch Mode

### **Procedure for Transferring Individual Payments**

Complete the steps listed below to transfer individual payments for an account holder.

Step	Action	Hints
1	Access the AR Payment Term Transfer (APTT) screen for the account holder and payment you want to transfer.	See "Types of Transfers" on page 6-42 for information about what types of payments can be transferred.
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" on page 6-54.
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.
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.	

 Table 6-15: Steps for Transferring an Individual Payment

### **Procedure for Reallocating and Transferring Individual Payments**

Complete the steps listed below to reallocate or unallocate a payment or a part of a payment prior to transferring it between terms.

Step	Action	Hints
1	Access the AR Payment Term Transfer (APTT) screen for the account holder and payment you want to transfer.	See "Types of Transfers" on page 6-42 for information about what types of payments can be transferred.
2	From the User Allocated field, access the Payment Allocation Adjustment (PAAA) screen.	
3	Make any changes to the way the payment is allocated.	You can access the Payment Adjustment Detail (PAJD) screen to reallocate the payment to specific invoice items.
4	Finish from the PAAA screen and return to the APTT screen.	If you make changes and update from the PAAA screen, the payment is still reallocated even if you do not complete the transfer on the APTT screen.
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.
6	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.
7	Verify the information displayed on the APTT screen.	
	<ul> <li>If correct, finish from the APTT screen to complete the transfer.</li> <li>If not correct, repeat step 2 through step 6 until the information is correct.</li> </ul>	

Table 6-16: Steps for Reallocating and Transferring an Individual Payment
# **Generating Account Management Reports**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to understand and generate the reports produced by Colleague's Accounts Receivable (AR) and Cash Receipts (CR) modules which can be used to determine the outstanding balance for a receivable account (AR type) as well as for individual revenue accounts (AR codes).

For Information About	See
determining the outstanding balance for a receivable account (sub-ledger)	"Generating the AR Balance by AR Type Report" on page 6-56
determining the outstanding balance for a revenue account	"Generating the AR Balance by AR Code Report" on page 6-62

**Table 6-17:** Where to Find Information about Generating Balance Reports

# Generating the AR Balance by AR Type Report

The AR Balance by AR Type report shows the outstanding receivable balance by AR code for one or more AR types (sub-ledgers) selected for a specified period of time. You can use this report to obtain the following types of information for one or more AR types:

- beginning balance of the receivable account as of the specified start date
- increases to the account for the specified date range
- decreases to the account for the specified date range
- ending balance of the receivable account as of the specified cutoff date

Use the AR Balance By AR Type (ABTY) screen to generate this report in one of three different formats, depending upon the summary level you select as explained below.

01/22/01 16:34	AR BALANCE BY AR TYPE	ABTY
1 Start Date: 04/01/0 2 Cutoff Date: 04/30/0	0 3 Summary Level: CO Detail by AR 0	Code
4 Saved List Name: 5 AR Types Included:	1: STAR Student Account Receivables 2: TRAR Trade Receivables	
6 AR Types Excluded:	1: 2:	
7 Terms Included:	1: 2:	
8 Terms Excluded:	1: 2:	
9 AR Codes Included:	1: 2:	
10 AR Codes Excluded:	1: 2:	
11 AR Categories Included:	1:	
12 AR Categories Excluded:	1:	
13 Additional Selection Cri	teria: No	

Savedlist LookUp:

Figure 6-18: AR Balance by AR Type (ABTY) Screen

# **Defining the ABTY Date Range**

You limit the transactions reflected on the AR Balance By AR Type report by entering the start and cutoff dates. Colleague uses the start date you enter to calculate the balance forward amount. Transactions that occur prior to the start date are reflected in the balance forward amount. Transactions that occur on or after the start date are reflected in the increases and decreases. The start date you enter cannot be greater than the cutoff date you enter.

Colleague uses the cutoff date you enter to limit the charges and credits included on the report. Transactions that occur on or before the cutoff date are reflected in the increase and decreases. The cutoff date you enter cannot be less than the start date you enter.

## Selecting the ABTY Summary Level

You can choose to generate this report using one of the following levels of detail:

- Detail by AR Code [CO]
- Detail by Date [DT]
- Detail by Term [TE]

Each of these options is explained below.

#### Detail by AR Code [CO]

For each AR code that had some type of AR activity or balance within the selected date range, Colleague prints the balance forward, increases, decreases, and ending balance as shown in figure 6-19.

		Fr AR Type: General	STAR Student Account: 10	/30/2000 nt Receivables -0000-13001-01	-	
AR Code	AR Code Description		Beginning Bal <i>a</i> nce	Increases	Decreases	Ending Balance
AC TFE	Student Activity Fee		0.00	225.00	0.00	225.00
ADMFE	Admissions Fee		0.00	300.00	300.00	0.00
MSCCH	Bookstore Charges Miscellaneous Charge		0.00	25 00	0.00	25 00
PARK	Parking		0.00	225.00	0.00	225.00
PRKNG	Parking Charges		105.00	0.00	0.00	105.00
TUITN	Tuition Charges		10,000.00	15,000.00	3,375.00	21,625.00
		AR Type Totals:	10.105.00	16.635.00	3.675.00	23.065.00

Figure 6-19: AR Balance by AR Type - Detail by AR Code

# Detail by Date [DT]

For each AR code, Colleague prints the balance forward, increases, decreases, and ending balance for each date within the selected date range that had some type of AR activity or balance as shown in figure 6-20.

Accounts Receivable Balance - Summary by Date From 04/01/2000 to 04/30/2000 AR Type: STAR Student Account Receivables General Ledger Account: 10-0000-13001-01						
AR Code	AR Code Description	Date	Beginning Balance	Increases	Decreases	Ending Balance
ACTFE	Student Activity Fee	04/01/00	0.00	225.00	0.00	225.00
		AR Code Totals:	0.00	225.00	0.00	225.00
admfe	Admissions Fee	04/01/00	0.00	300.00	300.00	0.00
		AR Code Totals:	0.00	300.00	300.00	0.00
BKSTR	Bookstore Charges	04/11/00 04/15/00 04/20/00	0.00 0.00 0.00 0.00	125.00 460.00 275.00	0.00 0.00 0.00 0.00	125.00 460.00 275.00
		AR Code Totals:	0.00	860.00	0.00	860.00
ISCCH	Miscellaneous Charge	04/28/00	0.00	25.00	0.00	25.00
		AR Code Totals:	0.00	25.00	0.00	25.00
PARK	Parking	04/22/00	0.00	225.00	0.00	225.00
		AR Code Totals:	0.00	225.00	0.00	225.00
RENG	Parking Charges	04/01/00	105.00	0.00	0.00	105.00
		AR Code Totals:	105.00	0.00	0.00	105.00
UITN	Tuition Charges	04/01/00	10,000.00	15,000.00	3,375.00	21,625.00
		AR Code Totals:	10,000.00	15,000.00	3,375.00	21,625.00
		AR Type Totals:	10,105.00	16,635.00	3,675.00	23,065.00

Figure 6-20: AR Balance by AR Type - Detail by Date

#### **Detail by Term [TE]**

For each term within the selected date range, Colleague prints the balance forward, increases, decreases, and ending balance for each AR code that had some type of AR activity or balance as shown in figure 6-21.

Any AR activity that is not term-based is grouped together for an AR type and reported on a separate "No Term" page.

		Accounts Re Fro AR Type: General	ceivable Balance - m 04/01/2000 to 04/ STAR Student Accour Ledger Account: 10- Term: No Term	Summary by Term (30/2000 at Receivables (0000-13001-01		
AR Code	AR Code Description		Beginning Bal <i>a</i> nce	Increases	Decreases	Ending Balance
EKSTR MSCCH PARK PRKNG	Bookstore Charges Miscellaneous Charge Parking Parking Charges Tuition Charges		0.00 0.00 0.00 105.00 10,000.00	860.00 25.00 225.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	860.00 25.00 225.00 105.00 10,000.00
TUITN						
TUIIN		Tema Totals: Accounts Re	 10,105.00 	1,110.00 Summary by Term	0.00	11,215.00
TUTIN		Tem Totals: Accounts Re Fro AR Type: General	ceivable Balance - m 04/01/2000 to 04/ STAR Student Account Ledger Account: 10- Term: 00/FA Fall 2	1,110.00  Summary by Term 30/2000 tr Receivables 0000-13001-01 000	0.00	11,215.00
AR Code	AR Code Description	Term Totals: Accounts Re Fro AR Type: General	10,105.00 	1,110.00 	0.00	11,215.00
AR Code ACTFE ADMFE TUITN	AR Code Description Student Activity Fee Admissions Fee Tuition Charges	Tema Totals: Accounts Re Fro AR Type: General	ceivable Balance - m 04/01/2000 to 04/ STAR Student Account Ledger Account: 10- Term: 00/FA Fall 2 Beginning Balance 0.00 0.00 0.00	1,110.00  30/2000 tr Receivables 0000-13001-01 000 	0.00  	I1,215.00 Ending Balance 225.00 0.00 11,625.00
AR Code ACTPE ADHFE TUITN	AR Code Description Student Activity Fee Admissions Fee Tuition Charges	Term Totals: Accounts Re Bro AR Type: General  Term Totals:	ceivable Balance - m 04/01/2000 to 04/ STAR Student Account Ledger Account: 10 Term: 00/FA Fall 2 Beginning Balance  0.00 0.00 0.00  0.00		0.00     0.00 300.00 3,375.00  3,675.00	Ending Balance 225.00 0.00 11,625.00 11,850.00

Figure 6-21: AR Balance by AR Type - Detail by Term

# **Entering ABTY Selection Criteria**

#### 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 meet any additional criteria you enter on the ABTY screen. You can include AR categories or exclude them, but you cannot do both.

# Procedure for Generating the AR Balance by AR Type Report

Complete the steps listed below to generate the AR Balance by AR Type report.

Step	Action	Hints
1	Access the AR Balance by AR Type (ABTY) screen.	
2	Define the report date range as follows:	
	• <b>Start Date</b> - selects records with original transaction dates on or after this date.	
	• <b>Cutoff Date</b> - selects records with original transaction dates on or before this date.	
3	Select one of the following summary levels:	
	• by AR code [CO]	
	• by date [DT]	
	• by term [TE]	
4	Enter any optional selection criteria to limit the records included on the report as follows:	
	• saved list name	
	• AR types	
	• terms	
	• AR codes	
	• AR categories	
5	Finish from the ABTY screen.	

 Table 6-18: Steps for Generating the AR Balance by AR Type Report

# Generating the AR Balance by AR Code Report

The AR Balance by AR Code report shows the outstanding receivable balance by AR type for one or more AR codes (revenue accounts) selected for a specified period of time. You can use this report to obtain the following types of information for one or more AR codes:

- beginning balance of the revenue account as of the specified start date
- increases to the account for the specified date range
- decreases to the account for the specified date range
- ending balance of the revenue account as of the specified cutoff date

Use the AR Balance By AR Code (ABCO) screen to generate this report in one of three different formats, depending upon the summary level you select as explained below.

01/22/01 16:35	AR BALA	NCE BY AR CODE	ABCO
1 Start Date 2 Cutoff Date	04/01/00 04/30/00	3 Summary Level: TY Detail by AR	Туре
4 Saved List Name. 5 AR Types Include	: [ ed: 1: STAR 2: TRAB	Student Account Receivables Trade Receivables	
6 AR Types Exclude	ed: 1: 2:		
7 Terms Included.	·····: 1: 2:		
8 Terms Excluded.	: 1: 2:		
9 AR Codes Include	ed: 1: 2:		
10 AR Codes Exclude	ed: 1: 2:		
11 AR Categories In	cluded: 1:		
12 AR Categories Ex	cluded: 1:		
13 Additional Selec	tion Criteria: No		

Savedlist LookUp:

Figure 6-22: AR Balance by AR Code (ABCO) Screen

# Selecting the ABCO Summary Level

You can choose to generate this report using one of the following levels of detail:

- Detail by AR Type [TY]
- Detail by Date [DT]
- Detail by Term [TE]

Each of these options is explained below.

### Detail by AR Type [TY]

For each AR type that had some type of AR activity or balance within the selected date range, Colleague prints the balance forward, increases, decreases, and ending balance as shown in figure 6-23.

		Accounts Rece From AR Co	ivable Balance - 9 .04/01/2000 to 04/ de: BKSTR Bookstor	Summary by AR Type /30/2000 re Charges	2	
AR Type	AR Type Description		Beginning Bal <i>a</i> nce	Increases	Decreases	Ending Balance
STAR FRAR	Student Account Receivables Trade Receivables		0.00 0.00	860.00 275.00	0.00 0.00	860.00 275.00
	AR Code	Totals:	0.00	1,135.00	0.00	1,135.00
3D Tame		Accounts Rece From AR C	ivable Balance - S 04/01/2000 to 04/ ode: TUITN Tuition Beginning	Summary by AR Type 30/2000 h Charges		Ending
R Type	AR Type Description	Accounts Rece From AR C	ivable Balance - S 04/01/2000 to 04/ ode: TUITN Tuitior Beginning Balance	Summary by AR Type (30/2000 h Charges Increases	Decreases	Endin g Balance
ł Type 	AR Type Description 	Accounts Rece From AR C	ivable Balance - S 04/01/2000 to 04/ ode: TUITN Tuition Beginning Balance  10,000.00	Summary by AR Type (30/2000 1 Charges 		Ending Balance 21,625.00

Figure 6-23: AR Balance by AR Code - Detail by AR Type

# Detail by Date [DT]

For each AR type, Colleague prints the balance forward, increases, decreases, and ending balance for each date within the selected date range that had some type of AR activity or balance as shown in figure 6-24.

			Accounts Rece From AR Cod	1 Vable Balance - 04/01/2000 to 04/ ie: BKSTR Bookstor	Summary by Date (30/2000 :e Charges		
R Type	AR Type Description		Date	Beginning Balance	Increases	Decreases	Ending Balance
far	Student Account Recei	.vables	04/11/00 04/15/00 04/20/00	0.00 0.00 0.00 0.00	125.00 460.00 275.00	0.00 0.00 0.00 0.00	125.00 460.00 275.00
		AR Type	Totals:	0.00	860.00	0.00	860.00
RAR	Trade Receivables		04/20/00	0.00	275.00	0.00	275.00
		AR Type	Totals:	0.00	275.00	0.00	275.00
		AR Code	Totals:	0.00	1,135.00	0.00	1,135.00
R Type	AR Type Description	AR Code	Totals: Accounts Rece From AR Co Date	0.00 	1,135.00 Summary by Date '30/2000 1 Charges	0.00	1,135.00  Ending Balance
R Type 	AR Type Description 	AR Code	Totals: Accounts Pace From AR Co Date 04/01/00	0.00 	1,135.00 Summary by Date '30/2000 1 Charges Increases 15,000.00	0.00	I,135.00 
R Type  FAR	AR Type Description Student Account Recei	AR Code	Totals: Accounts Rece From AR Co Date 04/01/00 Totals:	0.00 	1,135.00 Summary by Date '30/2000 h Charges Increases 	Decreases 	Ending Balance 21,625.00 21,625.00

Figure 6-24: AR Balance by AR Code - Detail by Date

#### Detail by Term [TE]

For each term within the selected date range, Colleague prints the balance forward, increases, decreases, and ending balance for each AR code that had some type of AR activity or balance as shown in figure 6-25.

Any AR activity that is not term-based is grouped together for an AR code and reported on a separate "No Term" page.

Accounts Re Fro AR C	ceivable Balance - m 04/01/2000 to 04/ Code: BKSTR Bookstor Term: No Term	Summary by Term 30/2000 e Charges		
AR Type Description	Beginning Balance	Increases	Decreases	Ending Balance
Student Account Receivables Trade Receivables	0.00 0.00	860.00 275.00	0.00 0.00 0.00	860.00 275.00
AR Code Totals:	0.00	1,135.00	0.00	1,135.00
AR Type Description	Beginning Balance	Increases	Decreases	Ending Balance
AR Type Description	Beginning Balance	Increases	Decreases	Ending Balance
Student Account Receivables	10,000.00	0.00	0.00	10,000.00
Term Totals:	10,000.00	1,135.00	0.00	11,135.00
Accounts Re Fro AR	ceivable Balance - m 04/01/2000 to 04/ Code: TUITN Tuition Term: 00/FA Fall 2 Beginning	Summary by Term 30/2000 Charges 000		Ending
Accounts Re Fro AR AR Type Description	ceivable Balance - m 04/01/2000 to 04/ Code: TUITN Tuition Term: 00/FA Fall 2 Beginning Balance 	Summary by Term 30/2000 Charges 000 Increases	Decreases	Ending Balance
Accounts Re Fro AR AR Type Description  Student Account Receivables	ceivable Balance - m 04/01/2000 to 04/ Code: TUIIN Tuition Term: 00/FA Fall 2 Beginning Balance  0.00	Summary by Term 30/2000 Charges 000    15,000.00	Decreases 	Ending Balance 11,625.00
Accounts Re Fro AR 	ceivable Balance - m 04/01/2000 to 04/ Code: TUITN Tuition Term: 00/FA Fall 2 Beginning Balance  0.00  0.00	Summary by Term 30/2000 Charges 000 	Decreases 	Ending Balance 

Figure 6-25: AR Balance by AR Code - Detail by Term

# **Entering ABCO Selection Criteria**

#### 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 meet any additional criteria you enter on the ABCO screen. You can include AR categories or exclude them, but you cannot do both.

# **Procedure for Generating the AR Balance by AR Code Report**

Complete the steps listed below to generate the AR Balance by AR Code report.

Step	Action	Hints
1	Access the AR Balance by AR Code (ABCO) screen.	
2	Define the report date range as follows:	
	• <b>Start Date</b> - selects records with original transaction dates on or after this date.	
	• <b>Cutoff Date</b> - selects records with original transaction dates on or before this date.	
3	Select one of the following summary levels:	
	• by AR code [CO]	
	• by date [DT]	
	• by term [TE]	
4	Enter any optional selection criteria to limit the records included on the report as follows:	
	• saved list name	
	• AR types	
	• terms	
	• AR codes	
	• AR categories	
5	Finish from the ABCO screen.	

Table 6-19: Steps for Generating the AR Balance by AR Code Report

# **Generating the Unallocated Financial Aid Report**

Using Accounts Receivable & Cash Receipts

This chapter has been moved to the FA Transmittal User Guide

# **Using Accounts Receivable & Cash Receipts**

**Payment Plans** 

*This part has been replaced by the Payment Plans User Guide* 

# **Using Accounts Receivable & Cash Receipts**

**Sponsor Billing** 

# **Defining Course Section Sponsorships**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to define, modify, and end course section sponsorships. For where to find information about each topic, refer to table 8-1 below. For information about assigning, modifying, and removing sponsored course sections, see "Managing Sponsored Course Sections" beginning on page 8-23.

For information about	See
creating a new course section sponsorship	"Understanding Course Section Sponsorships" on page 8-2
changing sponsorship information for an existing sponsorship	"Modifying Course Section Sponsorships" on page 8-15
ending or closing a section sponsorship	"Ending Course Section Sponsorships" on page 8-17

Table 8-1: Where to Find Information about Course Section Sponsorships

# **Before You Begin**

Before you can define a sponsorship, you must define the following:

Information Needed	Reference
AR types	Getting Started with the Student System
AR codes	Getting Started with the Student System
Sponsorship statuses	Getting Started with the Student System
Refund formulas ^a	Getting Started with the Student System
Academic terms ^a	Using Academic Records

 Table 8-2: Information Needed to Define Course Section Sponsorships

a. Optional.

# **Understanding Course Section Sponsorships**

A course section sponsorship is an agreement between your institution and an individual or an organization (the sponsor) whereby you offer a specific course section and the sponsor pays for the cost of the course section as well as for the tuition and other charges incurred by the students who register for the course.

Each sponsorship, representing one agreement that your institution has with a sponsor, defines a unique set of parameters and restrictions that apply to a unique set of course sections. At any time one sponsor may have multiple open sponsorships and each sponsorship may be for one or more course sections. However, each course section can only have one sponsor.¹

For example, Datatel University (DU) has several different sponsorship agreements with International Computer Corporation (ICC). One of these sponsorships is to provide graduate level software development courses to ICC's employees. Another sponsorship is to provide ICC employees with an opportunity to attend one of several course sections in software design and development.

## **Understanding the Types of Course Section Sponsorships**

There are two basic types of course section sponsorships: complete course section sponsorships and partial course section sponsorships.

#### **Complete Course Section Sponsorships**

A complete course section sponsorship is when a sponsor contracts with your institution for you to teach a course section and that course section is open only to individuals designated by the sponsor. To define a complete course section sponsorship you

- create the course section the way that you define any course section (see *Using Curriculum Management* for details on defining a course section)
- restrict that course section to ensure that only students covered by the sponsorship enroll for that course section (see "Restricting Sponsored Course Sections" on page 8-10 and *Using Curriculum Management*)

^{1.} When you have more than one sponsor sponsoring the same course offering, define a separate course section for each sponsorship and then use the section cross-list feature to link these course sections together as one offering. See "Course Cross-lists for Sponsored Course Sections" on page 8-14 and *Using Curriculum Management* for details on defining cross-listed course sections.

#### **Partial Course Section Sponsorships**

A partial course section sponsorship is when a sponsor contracts with you to hold a specified number of seats in a course section, but not the whole course section. You define a partial course section sponsorship similar to a complete course section sponsorship. However, the course section that you define for the sponsor

- has a capacity that is equal to the number of seats that the sponsor is sponsoring (see "Restricting Sponsored Course Sections" on page 8-10)
- is cross-listed to the primary course section (see "Course Cross-lists for Sponsored Course Sections" on page 8-14)

## **Components of a Course Section Sponsorship**

A course section sponsorship is made up of

- general sponsorship information
- default billing information
- one or more course sections

You can define course section sponsorships using the Section Sponsorship (SESP) screen and the Sponsored Course Section (SPSC) screen described in this section. Refer to table 8-3 for related information about defining a sponsored course section.

То	Use	See
define the course (if not already defined as part of your institution's curriculum)	the Courses (CRSE) screen	Using Curriculum Management
define the course section that is being sponsored	the Sections (SECT) screen	Using Curriculum Management and "Restricting Sponsored Course Sections" on page 8-10

Table 8-3: Defining Courses and Course Sections

Use the Section Sponsorship (SESP) screen to define the basic parameters governing a specific course section sponsorship. Figure 8-1 illustrates one of the section sponsorships that International Computer Corp. has with Datatel University.



Figure 8-1: Example of a Course Section Sponsorship

The Section Sponsorship (SESP) screen illustrates the general terms of this sponsorship with ICC. This particular sponsorship covers three specific course sections, which are listed on the Sponsored Sections List (SPSL) screen. One of the sponsored course sections is illustrated on the Sponsored Course Section (SPSC) screen. See "Understanding Sponsored Course Sections" on page 8-9 for more information about defining a sponsored course section.

Use the Section Sponsorship (SESP) screen (figure 8-1) to define the basic parameters of a single sponsorship agreement, and to define the default billing information that Colleague will use for each course section associated with this sponsorship. When you define the course section being sponsored, you can modify the default billing information as necessary for that course section.

The key fields on the Section Sponsorship (SESP) screen are described below. Refer to the online help for the SESP screen for information about the other fields.

**Sponsorship.** Each sponsorship agreement has a unique identification number. When you create a new sponsorship you can either enter a sponsorship number at the Sponsorship LookUp prompt or you can bypass the prompt and have Colleague assign the next number. If you assign an identification number to your sponsors for each agreement, you may want to use this number as the sponsorship ID in Colleague to facilitate accessing a specific sponsorship. Use the contract number to identify each unique contract agreement you have with a particular sponsor. Colleague uses this as the default contract number for all sponsored course sections you assign to this sponsorship.

**Start and End Date.** The start and end date define the length of the sponsorship agreement. When you assign course sections to the sponsorship, the course section must have a start date that is within the range of start and end dates of the agreement. For example, if the sponsorship starts on September 2, 2002 and ends on May 1,2003, a course section that starts on June 8th cannot be added to the sponsorship.

If the terms of an agreement indicate that the sponsorship covers course sections that start during the Fall semester and end during the following Spring semester, you can enter the appropriate term codes in the start and end date fields, and Colleague will populate the date fields with the appropriate dates. For example, the sponsorship illustrated in figure 8-1 starts with the Fall 2002 semester and ends with the Spring 2003 semester. When the sponsorship was set up, the data entry operator entered 02/FA in the Start Date field and 03/SP in the End Date field. Colleague translated this to the appropriate start and end dates (the start date of the sponsorship is the start date of the Fall 2002 term and the end date of the sponsorship is the end date of the Spring 2003 term).

**Status.** The status of a sponsorship indicates whether you can enter additional information about that sponsorship, or if you can add additional course sections. When the sponsorship's status is "Open" (the default), you can change information about the sponsorship, including adding course sections. When the sponsorship's status is "Closed," you cannot add course sections. However, when the status is "Closed," Colleague will continue to process invoices for charges applicable to the sponsorship. ²

^{2.} The sponsorship status codes are user defined; however, you may not add "Open" and "Closed" as your codes as they already exist. Colleague uses the special processing codes you associate with each status code to interpret whether you can add course sections to the sponsorship. See *Getting Started with the Student System* for information about the sponsorship status code.

**Contacts.** The contacts for a sponsorship represent any individual associated with the sponsor with whom you would correspond regarding this sponsorship. If the sponsor is an individual, the contacts will be any individuals already on the Colleague database. From this field, you can access the Name and Address Entry (NAE) screen to maintain detailed information about a specific contact, such as phone number, address, etc. If the sponsor is a corporation, the individuals that are listed as contacts must be defined as contacts for that corporation *before* entering the SESP screen. From this field, you can access the Organization Contact Detail (ORCD) screen to maintain detailed information about a specific contact for the organization (but you cannot add contacts for the organization). Contacts are for informational and statement processing purposes. See the documentation for the Core system for information about defining contacts for corporations and other organizations.

**AR Type.** AR types represent the receivable account to which charges are billed. Typically, sponsorships use a sponsor accounts or sponsor billing AR type code.

• Once you define a sponsorship and assign course sections to it, you can no longer change the AR type. If you set up a sponsorship and have not yet assigned any course sections, you can still change the AR type.

**Cancel AR Code.** An AR code describes how Colleague distributes revenue associated with charges and credits to an accounts receivable account. When a sponsored course section is cancelled, Colleague posts the associated cancellation charges to an AR code. If you do not enter an AR code in the Cancel AR Code field, and charges are entered for canceling a sponsored section, the cancellation charges are posted to the same AR code(s) in the AR Code field to which the original sponsorship charges were posted.

**Statement Definition.** You can modify the settings Colleague uses to print statements for a section sponsorship by accessing the Section Sponsorship Stmt Def (SSSD) screen from this field. Refer to online help for the SSSD screen and "Defining Default Statement Parameters" on page 8-93 for additional information.

**Default Course-Based Charges.** Use the Default Course-Based Charges group to define any charges that you assess the sponsor each time a course section in this sponsorship agreement is offered. For example, if you assess a course offering charge to each sponsor, and that charge is assessed each time a course section is offered, you would define that as a course-based charge.

On the Section Sponsorship (SESP) screen you define the *default* charges or credits that Colleague uses for each course section associated with a particular sponsorship. When you define the specific course sections, you can change any of the default information, including deleting a charge. If, for example, you charge a course offering fee for each course section, but the amount of that fee varies for each course section, then you can define the default without a value in the Charge field—or use the value that you charge most often—and then modify the amount with each course section on the Sponsored Course Sections (SPSC) screen.

If you enter or change any default course-based charges on the SESP screen *after* you add one or more course sections to that sponsorship, Colleague *will not* default the information to the course sections you have already associated with the sponsorship. You must manually add or change—on the Sponsored Course Sections (SPSC) screen—the same information if you want it reflected in course sections already assigned to the sponsorship.

**Default Enrollment-Based Charges.** Use the Default Enrollment-Based Charges group to define the charges assessed for each student who enrolls in a course section covered by this sponsorship. Use this group of fields to define the tuition and other charges associated with enrollment.

On the Section Sponsorship (SESP) screen you define the *default* charges that Colleague uses for each course section associated with a particular sponsorship. When you define the specific course sections, you can change any of the default information, including deleting a charge. If, for example, you charge a lab fee for each lab course section, but not all course sections covered by the sponsorship are labs, then you can define the default lab fee charge and remove that charge from each course section that is not a lab on the Sponsored Course Sections (SPSC) screen.

If you enter or change any default enrollment-based charges on the SESP screen *after* you add one or more course sections to that sponsorship, Colleague *will not* default the information to the course sections you have already associated with the sponsorship. You must manually add or change—on the Sponsored Course Sections (SPSC) screen—the same information if you want it reflected in course sections already assigned to the sponsorship.

**Sponsored Sections.** The Sponsored Sections field lists the number of course sections assigned to the sponsorship. From this field you can access either the Sponsored Sections List (SPSL) screen to view or add to the list of course sections assigned to the sponsorship, or the Sponsored Course Sections (SPSC) screen for an individual sponsored course section. See "Managing Sponsored Course Sections" beginning on page 8-23 for information about adding and removing sponsored course sections.

## **Understanding Sponsored Course Sections**

A course section becomes a "sponsored" course section when you associate it with a sponsorship. A sponsor is charged directly for charges associated with a sponsored course section. The aspects of a sponsored course section's setup and definition that you treat differently than a standard course section are described below. Refer to *Using Curriculum Management* for complete information about defining courses and course sections.

When you define a sponsored course section, you will follow your institution's procedure for defining a standard course section, including assigning the faculty to teach the course section, defining when and where the course section is offered, and defining any requisites for taking the course section. Use the Sections (SECT) screen in the Curriculum Management module to define a course section (figure 8-2).

You *must* define course sections prior to assigning them to a sponsorship. Refer to *Using Curriculum Management* for detailed information about defining course sections.



Figure 8-2: Areas to Focus on for a Sponsored Course Section

8-9

The specific areas of a course section that you should consider when you are defining a sponsored course section are

- the restrictions
- the section billing information
- the course section cross-listings

#### **Restricting Sponsored Course Sections**

There are several types of restrictions that you can define for any particular course section. These restrictions—defined on the Section Restrictions (SRES) screen—include how many students may register for a course section, the approvals that a student needs to register for the course section, information about waitlists, and physical attributes of the classroom where the course section may be taught. You can access the Section Restrictions (SRES) screen from the Restrictions field of the Sections (SECT) screen or from the Section Restrictions field of the Sponsored Course Sections (SPSC) screen.

07/19/02 09:21 SECTIONS Section: CIS*125*4ICC	SECT
1 Section: 4ICC       14 National ID.:         2 Term: 02/FA       Fall 2002       15 Local IDs:         3 Start/End: 09/02/02       12/20/02       16 Location:         4 Synonym: 2413       17 Course Types:         5 Depts/Pct:       1: CIS C       100.00         6 Credit Type.:       1       Institutional         7 Min/Max/Incr:       1.00000       4.00       1.00         8 CEUs:       9       Course Lvls.:       1: 100       First Yr         10 Acad Lul:       UG       Undergraduate       11       Grade Scheme:       UG         11 Grade Scheme:       UG       Undergraduate       Grade Scheme       13 * Status       Date         A       Active       07/16/02       Date       A	1: 1:
19 * Faculty Assignment:22 * Restrictions: X2520 * Offering Info: X23 * Financial Info:2621 * Requisites24 * Billing Info:27	* Reg Dt Ranges: X * Cross-Listings.: X * Additional Info:

Figure 8-3: Example of Sponsored Course Section Restrictions

You define many course section restrictions with the course, and Colleague defaults these restrictions to each section of that course. The items that you may need to consider when you define a sponsored course section are described below.

**Section Capacity.** If you are defining a partially sponsored course section (the sponsor is covering only a portion of the seats in the course section), then you need to define the sponsored capacity of the course section. You will also need to define this course section as a cross-listed section to the primary section (see "Course Cross-lists for Sponsored Course Sections" on page 8-14).

The value you enter for the section capacity serves as the default value for the maximum bill seats when defining the sponsored course section's billing information (see "Billing Information for Sponsored Course Sections" on page 8-11 for information).

**Minimum Enrollment.** If the sponsorship agreement indicates that it will pay for a minimum number of students for the course section, then enter the minimum enrollment in this field. If you are defining a sponsorship for a course that is part of your standard curriculum, then you may have a different minimum enrollment for the sponsored section than for the regular sections.

For example, part of the sponsorship agreement between Datatel University and International Computer Corp. states that DU not cancel the computer course section ICC sponsors, even if only one student registers for the course. However, when the university offers the same course section, a minimum of 10 students must register for the course section in order for the university to hold the course section. Therefore, the business office set the course section restrictions for the ICC-sponsored section with a minimum enrollment of 1.

**Registration Restrictions.** One method of controlling who can register for a sponsored course section is with registration restrictions. Registration restrictions—entered in the form of rules—are evaluated when a student registers for the course section. If the student does not pass the rules, they are not allowed to register for the course section. For example, if you set up a sponsored course section that is restricted to employees of the sponsor, you could use the registration restriction rules to limit who can register for the course section.

In addition to the registration restriction rules, you can use the Other Restrictions, and the petition required parameter to ensure that only selected individuals register for a particular course section. Refer to *Using Curriculum Management* for details about setting course section restrictions.

#### **Billing Information for Sponsored Course Sections**

Typically, you define the billing information for a course section on the Section Billing Information (SECB) screen. However, you define the billing information for a sponsored course section on the Sponsored Course Sections (SPSC) screen (figure 8-4).

If you want to assign a course section to a sponsorship, you must first access the Section Billing Information (SECB) screen and delete any registration billing information that may have been entered or defaulted from the course definition.

Colleague does not allow you to sponsor a course section which already contains registration billing information. When using the Sections (SECT) screen to create a new course section to be sponsored, do not enter any registration billing information on the SECB screen. If any registration billing information defaults from the course definition (except for Periodic Billing = "No"), it must be deleted before you assign

the course section to a sponsor. Refer to "Assigning Course Sections to a Sponsorship" on page 8-24 for detailed information adding a sponsored course section.



Figure 8-4: Example of a Sponsored Course Section's Billing Information

The key fields on the Sponsored Course Sections (SPSC) screen are described below. Refer to the online help for this screen for information about the other fields.

**Contact.** The contact for a sponsored course section represents an individual associated with the sponsor with whom you would correspond regarding this sponsored section. The contact entered here must have already been defined for the sponsorship on the Section Sponsorship (SESP) screen. You can use the LookUp function to find and select a contact previously defined for the sponsorship on SESP.

**Min Bill Seats.** Use the Min Bill Seats field to identify the minimum number of seats for which you will bill the sponsor for this course section. Colleague multiplies this number by the total

enrollment-based charges to calculate the enrollment charges for the course section. The enrollment charge plus the course-based charges determine the sponsor's total course charge.

Minimum Course Section charge= Course-based charges + (Enrollment-based charges × Min Bill Seats)

# Figure 8-5: How Sponsored Section Charges are Calculated based on Minimum Enrollment

The sponsor is billed for the minimum number of seats even if less than this number of students enroll for the course section. For example, for the sponsored course section illustrated in figure 8-4, the course-based charges total \$350, the enrollment-based charges total \$190, and the minimum bill seats is 13. If 13 or fewer students enroll for that course section the sponsor is charged \$2,820, or  $350 + (190 \times 13)$ .

If more than the minimum number of students register for this course section, then Colleague bases the charges on the actual number of students who register for the course section. For example, if 14 people register for the course section illustrated in figure 8-4, the sponsor is billed \$3,010, or  $350 + (190 \times 14)$ . You can, however, set a ceiling for how many students Colleague charges the sponsor by using the Max Bill Seats field (see below).

**Max Bill Seats.** If there is a maximum number of students for which a sponsor will pay the enrollment-based charges, enter the value in the Max Bill Seats field. When more students enroll than the maximum bill seats, Colleague multiples this maximum by the total enrollment-based charges and adds the course-based charges to compute the sponsor's total charge.

MaximumCourse Section Charge = Course-based charges + (Enrollment-based charges × Maximum Bill Seats)

Figure 8-6: How Sponsored Section Charges are Calculated based on Maximum Enrollment

For example, the sponsorship illustrated in figure 8-4 indicates that the sponsor will pay the enrollment-based charges for up to a maximum of 15 students. If 20 students register for the course section, this sponsor would be billed \$3,200 for this course section, or  $350 + (190 \times 15)$ . Colleague determines the total charge based on the Max Bill Seats value of 15 students and not the actual enrollment of 20 students.

December 2, 2002

#### **Course Cross-lists for Sponsored Course Sections**

If an organization or individual wants to sponsor only some of a course section's total seats, then define a cross-listed course section. A cross-listed section is a course section that is associated to a primary course section for the purposes of generating course rosters, grade lists, and other reporting needs. However, all aspects of the sponsored course section and the main course section—such as restrictions and billing information—can remain separate. You assign each section a unique course name and students eligible for the sponsored course section register for a course section with one name while all other students register for a course section with another name.

For example, International Computer Corp. sponsors 10 of the 25 seats in an undergraduate computer science course. The course—CIS*125—has five sections and one of those sections—section 4—is the one that ICC sponsors a portion of. Therefore, DU's business office defined a specific course section—CIS*125*4ICC—for the ICC employees. That section is cross-listed to CIS*125*4. For the purpose of determining the course total enrollment and for printing section rosters and grade rosters, CIS*125*4 and CIS*125*4ICC are the same course section.



Figure 8-7: Example of a Sponsored Course Section Cross-Listed to a Non-Sponsored Course Section

# **Modifying Course Section Sponsorships**

Use the Section Sponsorship (SESP) screen to modify default information about a section sponsorship. This information pertains to the sponsorship and to any course sections you subsequently assign to the sponsorship.

If you modify any information on SESP, corresponding information on the Sponsored Course Sections (SPSC) screen is *not* changed for course sections already assigned to the sponsorship; changes you make on SESP apply only to course sections subsequently assigned to the sponsorship. See "Modifying Sponsored Course Sections" on page 8-28 for information about making changes to individual sponsored sections.

07/19/02 09:05 SECTIO	N SPONSORSHIP ID: 1092112	SESP
F	SIC: Contact	:
Sponsorship.: 334	5 * Contacts:	1: Lisa Cannaday
1 Contract: FA2002	6 AR Type:	05 Sponsored Billi
2 Contr Type:	7 Cancel AR Code:	CANCL Cancellation Ch
3 St/End Dt.: 09/01/02 05/01/03	8 * Define Stmt.:	X
4 Status/Dt.: Open 09/02/02		
. Default Cou	rse-Based Charges —	
9 AR Code Description	Ref Fmĺ	Charge Credit
1: CRSE Course Setup Fee		350.00
2: FEE Course Section Fees		100.00
Net: 450.00	Total:	450.00
Default Enro	11ment-Based Charges	
10 AR Code Description	Ref Fml	Charge Credit
1: FTT Full Time Tuition		190.00
2: ACT Student Activity Fee		40.00
Net: 230.00	Total:	230.00
11 * Sponsored Sections: 3	12 * Comments:	

Figure 8-8: Section Sponsorship Modifications

This section describes what you should be aware of when you modify certain default information supplied from a sponsorship. See "Components of a Course Section Sponsorship" on page 8-4 for more information about each of these fields.

Modifications you make for a sponsorship will not be reflected in course sections already assigned to the sponsorship. If you want the modifications to apply to existing sponsored sections, you must also make them for each individual section on the Sponsored Course Sections (SPSC) screen. See "Modifying Sponsored Course Sections" on page 8-28 for information about modifying sponsored sections. **Status.** The status of the sponsorship represents the kind of activity that is allowed. If a sponsorship is "Open," you can assign new course sections to the sponsorship and billing activity occurs. Once the sponsorship is "Closed," you cannot assign new course section to the sponsorship, but billing activity still continues as long as the course section is active. Refer to *Using Curriculum Management* for information on cancelling a course section.

**Contacts.** A contact represents an individual with whom you correspond about the sponsorship. You can add and remove contacts from the sponsorship to reflect the current contacts for the sponsorship. If you add a contact to the sponsorship, they must already exist in Colleague.

**AR Type.** If a sponsorship has been defined, but no course sections have been assigned, you can still change the AR type as desired. Once you have assigned course sections to a sponsorship (whether you have billed the sponsor for them or not), you can no longer change the AR type.

**Charges.** Course-based charges represent items that are always charged to the sponsor whenever the course section is held. Enrollment-based charges represent items that are charged to the sponsor based on the number of students who register for the course section. Change any course-based and enrollment-based charges as necessary, add any additional charges, and remove charges as well. Refund formulas can also be changed to reflect different refund policies.

Changing billing information on SESP may result in a change to the amount a sponsor should be billed. See "Billing a Sponsor for Sponsored Course Sections" beginning on page 8-35 for more information.

# **Ending Course Section Sponsorships**

The Section Sponsorship (SESP) screen allows you to end a section sponsorship. You can do this by entering an end date for the sponsorship, or by changing the sponsorship's status to "Closed."

When you enter an end date, Colleague does not allow you to assign any additional course sections to the sponsorship with start dates that occur after the sponsorship end date. You can, however, continue to add course sections with start dates that occur within the sponsorship date range.

When you close a sponsorship, Colleague does not allow you to assign any additional course sections to the sponsorship, regardless of the course section start date.

Once you end a section sponsorship using either method, the sponsorship continues to be billed for any charges related to the associated course sections as long as the course section remains active. See "Billing a Sponsor for Sponsored Course Sections" beginning on page 8-35 for additional billing information. Refer to *Using Curriculum Management* for information on cancelling a course section.

# **Procedures for Defining Course Section Sponsorships**

This section provides procedures for

- creating a new section sponsorship
- modifying an existing section sponsorship
- ending a section sponsorship

## **Procedure for Creating a New Section Sponsorship**

Complete the steps listed below to create a new course section sponsorship.

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
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.
3	At the Sponsorship LookUp prompt, enter A to add a new sponsorship.	
4	Enter a unique sponsorship ID.	Colleague assigns one if you don't enter one.
5	Define the minimal parameters required for this new section sponsorship as follows: • Sponsorship Start Date • AR Type	Refer to "Understanding Course Section Sponsorships" beginning on page 8-2 and the online help for the SESP screen for complete information about defining the sponsorship.

 Table 8-4: Steps for Creating a New Section Sponsorship

Step	Action	Hints
6	From the Define Statement field, access the Section Sponsorship Stmnt Def (SSSD) to modify any settings for printing sponsorship statements.	See "Defining Sponsorship Statements" beginning on page 8-91.
		If the sponsorship does not need individual statement settings, continue with step 9.
7	Save the settings defined on the SSSD screen.	
	The Section Sponsorship (SESP) screen is redisplayed.	
8	<ul> <li>Define any additional information for the sponsorship:</li> <li>general sponsorship information</li> <li>default billing information</li> </ul>	
9	Assign course sections to the sponsorship.	See "Assigning Course Sections to a Sponsorship" on page 8-24.
10	Save your work.	

Table 8-4: Steps for Creating a New Section Sponsorship (Continued)

# Procedure for Modifying a Section Sponsorship

Complete the steps listed below to modify information about an existing section sponsorship.

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
2	Enter the name or ID of the sponsor.	
3	Enter the Sponsorship ID.	

**Table 8-5:** Steps for Modifying an Existing Section Sponsorship
Step	Action	Hints
4	Change any information about the section sponsorship.	If you enter or change any information on the SESP screen <i>after</i> you add one or more course sections to that sponsorship, Colleague <i>will not</i> default the information to the course sections you have already associated with the sponsorship. You must manually add or change—on the Sponsored Course Sections (SPSC) screen—the same information if you want it reflected in course sections already assigned to the sponsorship. See "Modifying Sponsored Course Sections" on page 8-28.
5	Save your work.	

 Table 8-5: Steps for Modifying an Existing Section Sponsorship (Continued)

### **Procedure for Ending a Section Sponsorship**

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
2	Enter the name or ID of the sponsor.	
3	Enter the Sponsorship ID.	
4	<ul> <li>Enter the one of the following:</li> <li>desired sponsorship end date</li> <li>status of "Closed"</li> </ul>	Once you close a sponsorship, you cannot assign additional course sections. Similarly, once you enter an end date, you cannot assign additional course sections with start dates that occur after the sponsorship end date. You can, however, continue to bill the sponsor for any charges related to the sponsored course section(s) previously assigned to the sponsorship, regardless of the invoice dates of the charges.
5	Save your work.	

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

 Table 8-6: Steps for Ending a Section Sponsorship

# **Managing Sponsored Course Sections**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to add, modify, and end sponsorship of course sections. For where to find information about each topic, refer to table 8-7 below.

For information about	See
adding course sections to a sponsorship	"Assigning Course Sections to a Sponsorship" on page 8-24
changing information for individual sponsored sections	"Modifying Sponsored Course Sections" on page 8-28
ending sponsorship of individual course sections	"Ending Sponsorship of a Course Section" on page 8-29

Table 8-7: Where to Find Information about Managing Sponsored Course Sections

### **Before You Begin**

Before you assign course sections to a course section sponsorship, you must first define the sponsorship. For more information about course section sponsorships, refer to "Defining Course Section Sponsorships" beginning on page 8-1.

### **Assigning Course Sections to a Sponsorship**

Colleague allows you to assign course sections to a section sponsorship provided that they

- already exist in the Colleague database
- have a start date within the start and end dates defined for the sponsorship
- are not already assigned to another sponsorship
- do not have any billing information on the Section Billing Information (SECB) screen
- do not have students enrolled

You *must* define course sections prior to assigning them to a sponsorship. Refer to *Using Curriculum Management* for detailed information about defining course sections.

For more information about defining sponsored course sections, see "Understanding Sponsored Course Sections" on page 8-9.

Use either of the workflows described below to assign existing course sections to a sponsorship:

- from the Section Sponsorship (SESP) screen, access the Sponsored Sections List (SPSL) screen and the Sponsored Course Section (SPSC) screen
- access the Sponsored Course Section (SPSC) screen directly
- You cannot *create* new courses or course sections using the Sponsor Billing screens. Refer to *Using Curriculum Management* for information on defining new course sections.

#### Using the Sponsored Sections List (SPSL) Screen

The Sponsored Sections List (SPSL) screen displays a list of course sections currently assigned to the sponsorship (if any). You can only access this screen from the Sponsored Sections field of the Section Sponsorship (SESP) screen as shown in figure 8-9.



Figure 8-9: Sponsored Section List (SPSL) screen

You can add a course section on the SPSL screen while on a blank line by entering the course section name at the Sponsored Sections LookUp prompt. Colleague takes you directly to the SPSC screen where you can add, change, or delete sponsored course section information. If you enter the name of a course section that is already assigned to this or another sponsorship, Colleague displays a message and does not allow you to add the course section to the sponsorship.

You can assign one or multiple course sections to a sponsorship using the SPSL screen. Each time you add a course section, it displays at the bottom of the sponsored course sections list when you save your work on the SPSC screen. The next time you access the SPSL screen from the Section Sponsorship (SESP) screen, the course sections are displayed in descending term order, and alphabetically within each term. Additionally, when you save your work on the SPSL screen, the updated number of sponsored course sections is reflected in the Sponsored Sections field of the SESP screen.

#### Using the Sponsored Course Sections (SPSC) Screen

The Sponsored Course Sections (SPSC) screen provides details about a specific sponsored section. You can access this screen directly from a menu prompt, from the Sections field of the SESP screen, or from the Sponsored Sections List (SPSL) screen. If you access SPSC to add a section from either SESP or SPSL, the sponsorship information defaults to the section.

07/19/02 09:08 SPONSORED COURSE Sponsorship: 334 Sponsor: International Computer Corp	SECTIONS Contrac Section	t: FA2002 .: CIS*100*10	SPSC
1 Reference: 1:	5 *	Section Restrictions:	x
2 * Contact: Lisa Cannaday	6 *	Section Cross-List:	X
3 Min Bill Seats: 10	7*	Section Roster	
4 Max Bill Seats: 25	8 *	Comments	-
Course-Based Ct	narges —		
9 AR Code Description	Ref Fml	Charge Cro	edit
1: CRSF Course Setun Fee		350.00	
2. FFF Course Section Fees		100 00	
3.		100.00	
4.			
4. Not: /E0.00	Total.	<b>4E0 00</b>	
NEL: 450.00	IULAI:	420.00	
to AD Orde Description Enrollment-Based	charges	01	
10 AR Lode Description	K64 FWT	Charge Cro	edit
1: FTT Full Time Tuition		190.00	
2: ACT Student Activity Fee		40.00	
3:			
Net: 230.00	Total:	230.00	

Figure 8-10: Example of a Sponsored Course Section

Use the SPSC screen to add, change, or delete any information that defaults from the sponsorship as needed for an individual course section, including the following fields:

- Min/Max Bill Seats
- Section Restrictions
- Section Cross-List
- Course-Based Charges
- Enrollment-Based Charges

For more information about sponsored sections, see "Understanding Sponsored Course Sections" on page 8-9.

### **Modifying Sponsored Course Sections**

Use the Sponsored Course Section (SPSC) screen to modify information for a specific sponsored course section.

Changes made for a sponsorship on the Section Sponsorship (SESP) screen are not defaulted into any course sections already assigned to a sponsorship. If you want changes made on the SESP screen to apply to course sections already assigned to the sponsorship, you need to make those changes for each sponsored course section using the SPSC screen. For information about making sponsorship changes on SESP, see "Modifying Course Section Sponsorships" on page 8-15.

07/19/02 09:08 SPONSORED COURSE Sponsorship: 334 Sponsor: International Computer Corp	SECTIONS Contrac Section	SPSC t: FA2002 .: CIS*100*10			
1 Reference:       1:       5 * Section Restrictions: X         2 * Contact:       Lisa Cannaday       6 * Section Cross-List: X         9 Min       Pill Sector       49					
4 Max Bill Seats: 25	8 * arqes —	Comments			
9 AR Code Description 1: CRSE Course Setup Fee 2: FEE Course Section Fees 3:	Ref Fml	Charge Credit 350.00 100.00			
4: Net: 450.00	Total:	450.00			
10 AR Code Description 1: FTT Full Time Tuition 2: ACT Student Activity Fee 3.	Ref Fml	Charge Credit 190.00 40.00			
Net: 230.00	Total:	230.00			

Figure 8-11: Modifying Sponsored Course Sections

Refer to "Understanding Sponsored Course Sections" on page 8-9 for information about the fields on the SPSC screen.

Changing billing information on SPSC for an existing sponsored section may result in a change to the amount a sponsor should be billed. See "Billing a Sponsor for Sponsored Course Sections" beginning on page 8-35 for more information.

# **Ending Sponsorship of a Course Section**

You can remove a course section from a sponsorship using the Sponsored Sections List (SPSL) screen provided that no charges have been billed to the sponsor for the course section, and that have no students enrolled.

Once students have enrolled in a sponsored course section, or the sponsor has been billed for the section, you cannot remove the course section from the sponsorship. You can, however, cancel the course section. Refer to *Using Curriculum Management* for information on cancelling course sections.

# **Procedures for Managing Sponsored Course Sections**

This section provides procedures for:

- assigning a course section to a sponsorship
- modifying a sponsored course section
- ending a course section sponsorship

### Procedures for Assigning a Course Section to a Sponsorship

Complete the steps listed below to assign a course section to a sponsorship using the Sponsored Sections List (SPSL) screen, available from the Sponsored Sections field of the Section Sponsorship (SESP) screen.

If you have not already defined the section sponsorship on SESP, refer to "Defining Course Section Sponsorships" beginning on page 8-23 for information.

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
2	Enter the name or ID of the sponsor.	
3	Enter the Sponsorship ID.	
4	Access the Sponsored Sections List (SPSL) screen from the Sponsored Sections field.	
5	On a blank line, enter the course section name at the LookUp prompt.	Any defaults that were set up for the sponsorship display.
	The Sponsored Course Sections (SPSC) screen displays.	

**Table 8-8:** Steps for Assigning a Sponsored Course Section on SPSL

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. Refer to *Using Curriculum Management* for information on defining course sections. See "Assigning Course Sections to a Sponsorship" on page 8-24 for limitations on course sections that can be assigned to sponsorships.

Step	Action	Hints	
6	<b>Complete the Sponsored Course Sections (SPSC) screen.</b> Enter, change, or delete any information defaulted from the sponsorship.	See "Assigning Course Sections to a Sponsorship" on page 8-24. See "Restricting Sponsored Course Sections" on page 8-10.	
		See "Course Cross-lists for Sponsored Course Sections" on page 8-14.	
7	Save the information on the SPSC screen. The Sponsored Sections List (SPSL) screen redisplays with the new course section at the bottom of the list.	The next time you access the SPSL screen from SESP for this sponsorship, the course section list will be sorted in descending term order, and alphabetically within each term.	
8	Repeat step 5 through step 7 for each additional course section you want to assign to the sponsorship.		
9	Save your work.		

 Table 8-8: Steps for Assigning a Sponsored Course Section on SPSL (Continued)

### **Procedure for Modifying a Sponsored Course Section**

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

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
2	Enter the name or ID of the sponsor.	
3	Enter the ID of the sponsorship you want to modify.	
4	Access the Sponsored Sections List (SPSL) screen from the Sponsored Sections field.	
5	From the line of the course section you want to modify, access either the • Sections (SECT) screen or • 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.
6	Enter any changes to the course section.	
7	Save your work.	

 Table 8-9: Steps for Modifying a Sponsored Course Section

### **Procedures for Ending the Sponsorship of a Course Section**

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

#### **Removing a Course Section From a Sponsorship**

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

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

Step	Action	Hints
1	Access the Section Sponsorship (SESP) screen.	
2	Enter the name or ID of the sponsor.	
3	Enter the ID of the sponsorship you want to end.	
4	Access the Sponsored Sections List (SPSL) screen from the Sponsored Sections field.	
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.
6	Save your work.	

Table 8-10: Steps for Removing a Course Section From a Sponsorship

#### **Cancelling a Sponsored Course Section**

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

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 formulas defined for the sponsorship or sponsored course section. See "Billing a Sponsor for Sponsored Course Sections" on page 8-35 for billing information. See "Generating Sponsorship Statements" on page 8-101 for information about generating a new statement to reflect any billing changes.

# **Billing a Sponsor for Sponsored Course Sections**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter explains how to generate charges for sponsored course sections. See "Billing a Sponsor for Sponsored Students" beginning on page 8-81 for information about sponsored student billing.

This chapter describes how Colleague generates sponsor invoice records for course section sponsorships. This process *does not* generate a printed statement that you can send to the sponsor. For information on printing statements, see "Defining Sponsorship Statements" beginning on page 8-91 and "Generating Sponsorship Statements" on page 8-101.

## **Before You Begin**

Before you can generate a bill for sponsored course sections, you must complete the following:

Information Needed	Reference
define the sponsorship, including assigning course sections	"Defining Course Section Sponsorships" beginning on page 8-1 and "Managing Sponsored Course Sections" beginning on page 8-23
define course-based and enrollment-based charges	"Billing Information for Sponsored Course Sections" beginning on page 8-11

Table 8-11: Information Needed Before Billing Sponsored Course Sections

## **Understanding Section Sponsorship Billing**

During the registration processing periods at your institution (pre-registration, registration, and add/drop processing) you can let Colleague generate student invoices as soon as the registration is complete for that student (referred to as "online billing"), or you can let Colleague generate the invoices all at once at a specific time, such as the end of the day or the end of the week (referred to as "batch mode"). With sponsored course sections, however, you can only generate invoices for a sponsor in a batch billing mode. This chapter explains how to run the billing process to generate invoices for sponsored course sections.

### **Billing a Course Section Sponsorship**

Use the Sponsored Course Section Billing (SCSB) screen to bill sponsors for sponsored course sections.

07/19/02 09:42 SPONSORED COU	RSE SEC BILLING SCSB
1 Cutoff Date.: 07/20/02 2 Invoice Date: 07/20/02	3 Force Rebill: No 4 Batch: _
5 Saved List Name: 6 Sponsor 1: 1092112 International Computer Co 2:	rp
7 Sponsorship 1: 334 International Computer 2:	Corp
8 Term 1: 02/FA Fall 2 9 Location Incl: 1:	002 2: 2:
10 Location Excl: 1:	2:
11 Status 1:	2:
12 Course 1:	2:
13 Section 1:	2:
14 Additional Selection Criteria: No	

Figure 8-12: Example of Selections for Running the Sponsored Course Section Billing Process

Figure 8-12 illustrates a selection for billing a sponsor for a group of sponsored course sections. The options available on the Sponsored Course Section Billing screen let you select specific course sections by a variety of different options. For example, you can generate invoices for sponsored course sections by selecting

- specific terms to bill
- specific courses or course sections
- specific sponsors or sponsorships

If you enter any information in the selection fields on this screen, Colleague only generates invoices for the course sections that match the criteria you have selected. For example, if a company sponsors the same course section each term, you may only want to generate the invoices for a particular term. To accomplish this you would

- enter the desired term in the Term field
- enter the course section in the Section field

The key selection items on the Sponsored Course Section Billing screen are described below. Refer to online help for information about the other fields.

**Cutoff Date.** When you generate invoices for sponsored course sections, Colleague finds all qualified course sections that have a start date on or before the cutoff date you identify. For example, if the selection criteria you identify on the SCSB screen indicate that all sponsored sections for the Fall 2001 term should be included, and the cutoff date is 12/31/00, then any course sections offered for the fall term that started before 12/31/00 are included.

You can use the cutoff date by changing the default date to generate invoices prior to the start of the course section offering in order to prebill a sponsor. Be sure that the cutoff date you enter is after the start date of all of the course sections you want to include.

**Force Rebill.** If you have already generated invoices for the selected sponsor(s) for one or more of the selected course sections, you can capture registration changes by entering  $\mathbf{Y}$  in the Force Rebill field. If you enter  $\mathbf{Y}$  and you also select course sections that have not been billed, Colleague will bill those sections as well. However, if you enter  $\mathbf{N}$  and your selection includes course sections that have been previously billed, Colleague will ignore any changes that may affect the billing of those course sections.

If a primary section with a cross-listed sponsored section is cancelled, or if the sponsored course section is cancelled, you must use the Force Rebill option on SCSB to rebill the sponsor for the cancelled section.

**Saved List Name.** You can use a saved list to select a large group of course sections that you want to process. You can narrow the final selection of course sections by using the other selection options on the SCSB screen. The saved list must contain a list of IDs from the SPONSORED.SEC file.

**Sponsor/Sponsorships.** Use the Sponsor and Sponsorships fields to identify specific sponsors or sponsorships for which you want to generate sponsor invoices. Enter the sponsor's name to generate invoices for that specific sponsor. Leave this field blank to generate invoices for all course sections sponsorships that meet the other selection criteria. If you want to generate invoices for specific sponsor field, the LookUp resolution for this field will only display sponsorships assigned to those sponsors. Leave this field blank to generate invoice sponsors. Leave this field blank to generate invoice records for all sponsorships assigned to those sponsors. Leave this field blank to generate invoice records for all sponsored course sections that meet the other selection criteria.

**Course and Section.** Use the Course and Section fields to identify specific courses or course sections for which you want to generate sponsor invoices. If you enter one or more courses and do not enter specific course sections, Colleague selects all sponsored sections associated with the specific courses that meet the other selection criteria, and generates sponsor invoices for those course sections. For example, if you enter MATH*100 in the Course field and do not identify specific sections, Colleague finds all sections of MATH*100 that are sponsored and generates sponsor invoices for those sections.

If you enter one or more courses and also want to specify a course section, Colleague restricts the course sections on the LookUp Resolution screen to those sponsored course sections associated with the courses you identified. For example, if you enter MATH*100 in the Course field, you can enter only sponsored MATH*100 course sections in the Section field.

If you do not enter any courses, Colleague does not limit your selection of course sections. When you run the billing process, Colleague selects only the course sections entered in the Section field.

#### **Advanced Billing to a Sponsor**

When you run the course section billing process, Colleague reviews the definition of each sponsorship to determine for which records to generate invoices. You can prebill a sponsor if students have not registered for a course section(s) you selected, but the sponsorship has

- course-based charges
- enrollment-based charges
- minimum bill seats
- a combination of, or all of the above

Therefore, to bill a sponsor before any students register for the course section, run the billing process for that sponsor—or specific courses or course sections. As long as you defined the sponsorship to include one of the items above to bill that is not dependent on the number of students registered, Colleague generates an invoice for the selected sponsorship.

### **Understanding Section Sponsorship Refunds**

If a primary section with a cross-listed sponsored section is cancelled, or if the sponsored course section is cancelled, the sponsor is not automatically rebilled. You must run Sponsored Course Section Billing (SCSB) in Forced Rebill mode to update the billing.

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#### **Refunds of Course-Based Charges**

Colleague calculates refunds of coursed-based charges based on whether a refund formula has been defined.

If you do not assign a refund formula for course-based charges, the sponsor receives a 100 percent refund when a sponsored course section is cancelled. If you want a sponsor to forfeit all or part of course-based charges, you can assign a refund formula at either the sponsorship level (on SESP), or for individual sponsored course sections (on SPSC). The refund forfeiture amount appears on the invoice, and is added to the total of the invoice.

For example, when a refund formula is not entered, and if a course-based charge of \$100 is associated with the course section and it is cancelled, a refund of \$100 is given to the sponsor. If a refund formula is entered that would give a 50% refund, the sponsor would receive \$50 refund and forfeit \$50.

Use the Refund Formula (REFF) screen to define refund formulas. For more information about defining refund formulas, see *Getting Started with the Student System* 

#### **Refunds of Enrollment-Based Charges**

Colleague calculates refunds of enrollment-based charges based on whether

- minimum and/or maximum bill seats have been defined
- a refund formula has been assigned

**No Minimum or Maximum Bill Seats Defined.** When a sponsorship is defined without minimum or maximum bill seats, Colleague calculates a refund of enrollment-based charges for every student that withdraws from the course section.

For example, for each student that registers for a course, the sponsor gets charged a \$100 lab fee. The original enrollment in the class was 20. The total for this enrollment-based charge is \$2000. If three students withdraw from the class, the sponsor would receive a \$300 refund if a refund formula had not been assigned to the sponsorship. If a refund formula had been assigned to the sponsorship that gives a 50% refund of the enrollment-based charges, the sponsor would forfeit \$150 and receive a \$150 refund.

**Minimum and/or Maximum Bill Seats Defined.** When a sponsorship has been defined with minimum or maximum bill seats, Colleague calculates a refund of enrollment-based charges based on enrollment. Table 8-12 demonstrates how a sponsor is billed depending on how the enrollment in

a course section changes. The seats rebilled column gives the number of seats for which the sponsor will ultimately be billed.

Original Enrollment	Seats Billed	Number of Dropped/ Withdrawn Students	New Enrollment	Number of Seats Refunded	Number of Seats Rebilled
10	20				20
20	20	1	19	0	20
		3	17	0	20
22	22	1	21	1	21
		3	19	2	20
25	25	1	24	1	24
		3	22	3	22
27	25	1	26	0	25
		3	24	1	24

The example in table 8-12 is based on a minimum bill seat of 20 and a maximum bill seat of 25.

**Table 8-12:** Refunds of Enrollment-Based Charges

If a sponsorship has a minimum bill seat defined but no maximum bill seat, the sponsor receives a refund for each student that withdraws from the course section until the minimum bill seat number has been reached. The sponsor is always billed for at least the minimum bill seat number, even if enrollment falls below the minimum bill seat number.

If a maximum bill seat is defined without a minimum bill seat, and the number of students enrolled in the course section drops below the maximum bill seat number when students withdraw from the class, the sponsor is billed for only the actual number of students enrolled. If enrollment remains above the maximum bill seats even after students have withdrawn from the course section, the sponsor's bill remains unchanged.

**Refund Formulas.** If you do not assign a refund formula for enrollment-based charges, the sponsor receives a 100 percent refund for each student that withdraws from a sponsored course section. If you want a sponsor to forfeit all or part of enrollment-based charges, you can assign a refund formula at either the sponsorship level (on SESP), or for individual sponsored course sections (on SPSC).

Use the Refund Formula (REFF) screen to define refund formulas. For more information about defining refund formulas, see *Getting Started with the Student System*.

### **Sponsored Course Section Billing Report**

After you run the sponsored course section billing process, Colleague generates a report that identifies all the sponsor invoices generated from the process. This report lists, by sponsor, the details of each invoice generated where each invoice represents one sponsored course section. Therefore, if you bill one organization for multiple sponsored sections, Colleague creates one invoice for each course section and list the details of each invoice separately on this report.

The following messages can appear on the billing report:

- No charges defined for this section
- Cancelled section

The message "No charges defined for this section" indicates that course-based and enrollment-based charges have not been defined for the course section on the Sponsored Course Section (SPSC) screen. You can access the course section on the SPSC screen and enter course-based and enrollment-based charges, or if you do not have any charges associated with the course section, you can leave the information as is appears. If a section has been cancelled, the message "Cancelled section" appears on the billing report.

## **Procedures for Generating Charges for Sponsored Course Sections**

### **Procedure for Billing a Sponsor for Sponsored Course Sections**

Complete the steps listed below for generating charges for one or more sponsored course sections.

Step	Action	Hints
1	Access the Sponsored Course Section Billing (SCSB) screen.	
2	Enter a cutoff date and an invoice date. Colleague uses the current date as the default. You can change either date as necessary.	
3	Identify the course sections for which you want to generate charges by completing the selection options on the SCSB screen.	Refer to "Understanding Section Sponsorship Billing" beginning on page 8-36 and the online help for information about the options for selecting specific course sections.
4	Run the SCSB process	
5	Use the Sponsored Course Section Billing report to verify that the sponsor(s) has been correctly billed.	

Table 8-13: Steps for Generating Charges for Sponsored Course Sections

### Procedure for 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	Action	Hints
1	Access the Sponsored Course Section Billing (SCSB) screen.	
2	Enter a cutoff date and an invoice date.	
	Colleague uses the current date as the default. You can change either date as necessary.	
3	Enter Y in the Forced Rebill field.	

 Table 8-14: Steps for Rebilling a Sponsor for Changes in Course Section Billing

Step	Action	Hints
4	Identify the course sections for which you want to update charges by completing the selection options on the SCSB screen.	Refer to "Understanding Section Sponsorship Billing" beginning on page 8-36 and the online help for information about the options for selecting specific course sections.
5	Run the SCSB process	
6	Use the Sponsored Course Section Billing report to verify that the sponsor(s) has been correctly rebilled.	

 Table 8-14: Steps for Rebilling a Sponsor for Changes in Course Section Billing (Continued)

# **Defining Sponsorship Statements**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to define default settings for processing both student and section sponsorship statements, as well as defining statement settings for individual sponsorships. For where to find information about each topic, refer to table 8-30 below.

For information about printing statements for student and section sponsorships, see "Generating Sponsorship Statements" beginning on page 8-101.

For information about	See
setting up default statement parameters for student and section sponsorships	"Defining Default Statement Parameters" on page 8-93
defining statement settings for individual section sponsorships	"Components of a Section Sponsorship Statement" on page 8-96
defining statement settings for individual student sponsorships	"Components of a Student Sponsorship Statement" on page 8-94

**Table 8-30:** Where to Find Information about Defining Sponsorship Statements

### **Before You Begin**

You can define the global statement settings that default into new course section or student sponsorships you create. However, before you can define statement parameters for an individual student or course section sponsorship, you must first create that sponsorship. Refer to "Defining Course Section Sponsorships" beginning on page 8-1 for details on setting up course section sponsorships and "Defining Student Sponsorships" beginning on page 8-45 for details on setting up a student sponsorship.

## **Understanding Sponsorship Statements**

A statement is a grouping of outstanding invoices. You can set parameters for each sponsorship that determine

- when the statement's balance is due
- how statements are grouped
- the level of detail displayed on the statement
- whether to print charges from different terms on separate statements

You can define statement settings at an institutional level, which default into each new sponsorship you create. Unless these settings are otherwise changed for an individual sponsorship, Colleague uses the default settings each time you generate or reprint sponsorship statements. You can modify the default settings for an individual sponsorship at the time that you create the sponsorship, or later as needed.

### **Defining Default Statement Parameters**

Use the Spon Stmnt Default Parameters (SSDP) screen to define default statement settings used by your institution for both student and course section sponsorships. The settings you define on the SSDP screen apply to any *new* sponsorships that you create after defining the default parameters; any existing sponsorships are unaffected by changes you make to the default settings on SSDP.



Figure 8-28: Example of the Spon Stmnt Default Parameters (SSDP) screen

**Student Statement Defaults.** The settings you enter in this section default into the fields on the Student Sponsorship Stmnt Def (SPSD) screen, where you can modify the settings for an individual sponsorship. For detailed information about student sponsorship statement settings, see "Components of a Student Sponsorship Statement" on page 8-94.

**Section Statement Defaults.** The settings you enter in this section default into the fields on the Section Sponsorship Stmnt Def (SSSD) screen, where you can modify the settings for an individual sponsorship. For detailed information about section sponsorship statement settings, see "Components of a Section Sponsorship Statement" on page 8-96.

### **Components of a Student Sponsorship Statement**

The Student Sponsorship Stmnt Def (SPSD) screen defines the statement settings used for an individual student sponsorship as described below. The statement settings on the SPSD screen default from the Spon Stmnt Default Parameters (SSDP) screen (see "Defining Default Statement Parameters" on page 8-93), but you can modify these settings as needed.

You can access the SPSD screen directly from a menu prompt, or from the Define Statement field on the Student Sponsorship (STSP) screen for a sponsorship.

07/19/02 12:50 STUDENT SPONSORSHIP STMNT DEF International Computer Corp ID: 1092112 SIC: Contact: Sponsorship: 440 Contract: FA2002	SPSD
1 Days Until Due: <u>3</u> 0	
2 Statement Level: S Sponsorship	
3 Statement Control: S Summary	
4 Break on Term: Yes	

Figure 8-29: Example of Statement Settings for a Student Sponsorship

The fields on the SPSD screen are described below.

**Days Until Due.** Colleague uses this field to determine the number of days from the statement run date on which payment is due.

The statement due date may conflict with the sponsor invoice due dates, as statements are comprised of multiple invoices which may have different due dates.

**Statement Level.** Colleague uses this field along with the **Break on Term** field to determine the invoices included on a statement. Colleague always includes invoices for only one sponsorship per statement—you cannot generate statements at the sponsor level that include multiple sponsorships.

However, you can additionally group invoices for each sponsorship by sponsored student, or by sponsorship contact as follows:

- S prints one statement for all students on a sponsorship
- **P** prints a separate statement for each student on a sponsorship
- **C** prints a separate statement for each sponsorship contact¹

If you set the **Break on Term** field to "Yes," Colleague groups all invoices for a sponsorship for each term on separate statements, with any non-term invoices grouped together on a separate statement. For example, if you generate statements by sponsorship contact and also break on term, Colleague selects all invoices for a sponsorship contact and generates a separate statement for each sponsorship contact/term combination. This means that a sponsorship contact could receive multiple statements for different terms as well as a separate statement for any non-term charges.

If you do not break on terms, Colleague includes all term and non-term invoices on one statement.

**Statement Control.** The Statement Control field defines the level of detail included on a sponsorship statement as outlined in table 8-31.

Level	Code	Description
Summary	S	prints a summary line with charges, payments, and balance for each sponsored student
Summary by AR Code	С	for each sponsored student, prints a summary line with charges, payments, and balance for each AR code covered by the sponsorship
Sum by AR Code w/ Section	В	for each sponsored student, prints a summary line with charges, payments, and balance for each AR code covered by the sponsorship as well as a list of the sections to which the charges relate
Summary with Sections	D	prints a summary line with charges, payments, and balance for each sponsored student as well as a list of the sections to which the charges relate

Table 8-31: Levels of Detail for Student Sponsorship Statements

After generating a statement, you can change the statement control level and reprint the statement using another level of detail, however, the invoices on a reprinted statement remain the same. See "Reprinting Sponsorship Statements" on page 8-106 for more information.

^{1.} With the contact level, if you have one or more sponsored students that do not have a contact defined for them, Colleague groups these students together and summarizes their charges on a separate statement.

### **Components of a Section Sponsorship Statement**

The Section Sponsorship Stmnt Def (SSSD) screen defines the statement settings used for an individual section sponsorship as described below. The statement settings on the SSSD screen default from the Spon Stmnt Default Parameters (SSDP) screen (see "Defining Default Statement Parameters" on page 8-93), but you can modify those settings as needed.

You can access the SSSD screen directly from a menu prompt, or from the Define Statement field on the Section Sponsorship (SESP) screen for a sponsorship.

07/19/02 12:52 SECTION SPONSORSHIP STMNT DEF International Computer Corp ID: 1092112 SIC: Contact: Sponsorship: 334 Contract: FA2002	SSSD
1 Days Until Due: <u>3</u> 0	
2 Statement Level: SP Sponsorship	
3 Statement Control: SR Summary - With Roster	
4 Break on Term: Yes	

Figure 8-30: Example of the Section Sponsorship Stmnt Def (SSSD) screen.

The fields on the SSSD screen are described below.

**Days Until Due.** Colleague uses this field to determine the number of days from the statement run date on which payment is due.

The statement due date may conflict with the sponsor invoice due dates, as statements are comprised of multiple invoices which may have different due dates.

**Statement Level.** Colleague uses this field along with the **Break on Term** field to determine the invoices included on a statement. Colleague always includes invoices for only one sponsorship per statement—you cannot generate statements at the sponsor level that include multiple sponsorships.

However, you can additionally group invoices for each sponsorship by course section, or by sponsorship contact as follows:

- SP prints one statement for all course sections on a sponsorship
- SS prints a separate statement for each course section for a sponsorship
- **CO** prints a separate statement for each sponsorship contact²

If you set the **Break on Term** field to "Yes," Colleague groups all invoices for a sponsorship for each term on separate statements, with any non-term invoices grouped together on a separate statement. For example, if you generate statements by sponsorship contact and also break on term, Colleague selects all invoices for a sponsorship contact and generates a separate statement for each sponsorship contact/term combination. This means that a sponsorship contact could receive multiple statements for different terms as well as a separate statement for any non-term charges.

If you do not break on terms, Colleague includes all term and non-term invoices on one statement.

**Statement Control.** The Statement Control field defines the level of detail included on a sponsorship statement as outlined in table 8-32 below.

Level	Code	Description
Summary with roster	SR	prints a summary line with charges, payments, and balance for each sponsored course section as well as a roster of students actively enrolled in the course section and a list of those students who have withdrawn from the course
Summary with no roster	SN	prints a summary line with charges, payments, and balance for each sponsored course section
Summary by AR Code	CS	prints a summary line with charges, payments, and balance by AR code for each section, as well as a roster of students actively enrolled in the course section and a list of those students who have withdrawn from the course

 Table 8-32: Levels of Detail for Section Sponsorship Statements

After generating a statement, you can change the statement control level and reprint the statement using another level of detail, however, the invoices on a reprinted statement remain the same. See "Reprinting Sponsorship Statements" on page 8-106 for more information.

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^{2.} With the contact statement level, if you have one or more sponsored sections that do not have a contact defined for them, Colleague groups these sections together and summarizes their charges on a separate statement.

# **Procedures for Defining Sponsorship Statement Settings**

This section provides procedures for

- defining default statement settings for your institution
- modifying statement settings for an individual student sponsorship
- modifying statement settings for an individual section sponsorship

### **Procedure for Defining Default Sponsorship Statement Settings**

Complete the steps listed below to define default statement settings for student and section sponsorships at your institution.

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.

Step	Action	Hints
1	Access the Spon Stmnt Default Parameters (SSDP) screen.	
2	<ul> <li>Define default settings for</li> <li>student sponsorship statements</li> <li>section sponsorship statements</li> </ul>	Settings affect only those sponsorships you create after these defaults are defined.
3	Save your work.	

 Table 8-33: Steps for Defining Default Sponsorship Statement Settings

### **Procedure for Modifying Student Sponsorship Statement Settings**

Complete the steps listed below to modify statement settings for a student sponsorship.

Step	Action	Hints
1	Access the Student Sponsorship Stmnt Def (SPSD) screen.	You can access this screen directly, or from the Student Sponsorship (STSP) screen for an individual sponsorship.
2	Modify statement settings as needed.	
3	Save your work.	

Table 8-34: Steps for Modifying Statement Settings for a Student Sponsorship

### **Procedure for Modifying Section Sponsorship Statement Settings**

Complete the steps listed below to modify statement settings for a section sponsorship.

Step	Action	Hints
1	Access the Section Sponsorship Stmnt Def (SSSD) screen.	You can access this screen directly, or from the Section Sponsorship (SESP) screen for an individual sponsorship.
2	Modify statement settings as needed.	
3	Save your work.	

Table 8-35: Steps for Modifying Statement Settings for a Section Sponsorship

# **Generating Sponsorship Statements**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to generate statements for both student and section sponsorships. Information is also included about reprinting sponsorship statements that were previously processed. For where to find information about each topic, refer to table 8-36 below.

For information about	See
generating statements for sponsorships	"Processing Sponsorship Statements" on page 8-103
reprinting statements previously processed for sponsorships	"Reprinting Sponsorship Statements" on page 8-106

Table 8-36: Where to Find Information about Generating Sponsorship Statements

### **Before You Begin**

Before you can generate statements for a course section sponsorship, you must first complete the steps outlined in table 8-37 below.

Action	Reference
define the course section sponsorship	"Defining Course Section Sponsorships" beginning on page 8-1
bill the sponsor for any charges from the course section covered by the sponsorship	"Billing a Sponsor for Sponsored Course Sections" beginning on page 8-35
optionally, modify the statement settings for that sponsorship	"Defining Sponsorship Statements" beginning on page 8-91

Table 8-37: Steps Needed Before Generating Section Sponsorship Statements

Before you can generate statements for a student sponsorship, you must first complete the steps outlined in table 8-38 below.

Action	Reference
define the student sponsorship	"Defining Student Sponsorships" beginning on page 8-45
bill the sponsor for the charges incurred by the students covered by the sponsorship.	"Billing a Sponsor for Sponsored Students" beginning on page 8-81
optionally, modify the statement settings for that sponsorship	"Defining Sponsorship Statements" beginning on page 8-91

Table 8-38: Steps Needed Before Generating Student Sponsorship Statements

# **Processing Sponsorship Statements**

Use the Sponsor Statement Processing (SPSP) screen to generate statements for student and section sponsorships. A sponsorship statement is a grouping of invoices not yet included on a statement on a sponsor's account for a specific sponsorship. You can generate statements for student sponsorships, section sponsorships, or both types of sponsorships.

When generating statements, Colleague uses the statement settings currently defined for each sponsorship. Once a statement is generated, you can not change the invoices included on the statement by subsequently changing the sponsorship statement settings and regenerating the sponsorship statements. If new invoices are posted to the sponsor's account, you need to generate a new statement.

```
07/19/02
                                                                            SPSP
          16:21
                          SPONSOR STATEMENT PROCESSING
 1 Start/End Date..... 09/02/02 12/20/02
 2 Name/Address Hierarchy: Accounts Receivables
 3 Print Reference Info..: No
 4 Statement Type..... B Both Student & Sections
5 Saved List Name.....:
 6 Sponsors...... 1: 1092112 International Computer Corp
7 Student Sponsorships 1: 440 International Computer C
                                         International Computer Corp
 8 Section Sponsorships 1: 334
                                         International Computer Corp
 9 Terms.....
                         1: 02/FA
                                    Fall 2002
10 Additional Selection Criteria: No
```

Figure 8-31: Generating a Sponsorship Statement

The key fields for completing the SPSP screen are described below. Refer to the online help for the SPSP screen for information about the remaining fields.

**Start and End Date.** The start and end dates that you identify determine which sponsor invoices are selected for the statement. Colleague includes charges with a sponsor invoice date on or after the start date, and on or before the end date you enter here. The start and end date are used for the statement period shown on statements.

**Print Reference Info.** Enter  $\mathbf{Y}$  if you want Colleague to include reference information on statements. Reference information can contain additional information about the sponsored student or sponsored section, such as a reference name or number, and is defined on the

- Sponsored Students (SPST) screen for individual sponsored students
- Sponsored Course Sections (SPSC) screen for individual sponsored sections

Reference information for sponsored students also includes any project, provider ID, and client ID information that has been defined for a student on SPST.

You can print reference information only when using the following statement control levels as defined on the sponsorship statement definition screens:

- C on the Student Sponsorship Stmnt Def (SPSD) screen to summarize charges for a student by AR code
- **CS** on the Section Sponsorship Stmnt Def (SSSD) screen to summarize charges for a section by AR code

Enter  $\mathbf{N}$  if you do not want reference information included on statements.

Statement Type. Use this field to determine the type of statements that you want to print as follows:

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

If you process either student or section sponsorship statements, use only the fields that pertain to that specific type of statement. For example, if you enter "S" in the Statement Type field to process statements for sponsored students, only specify sponsorships in the Student Sponsorship field (as Colleague would ignore any section sponsorships you enter). Similarly, specify only section sponsorships when processing statements for sponsored course sections, as Colleague would ignore any student sponsorships you enter. If you process both student and course section statements together, you can specify both student and section sponsorships.

**Terms.** Use the Terms field to select sponsor invoices associated with specific academic terms. Colleague selects only those sponsor invoices with invoice dates that fall within the selected start and end dates, and that also have one of the selected terms. If you want both term and non-term invoices included on your statements, do not enter any terms. Since no terms are selected in the example in figure 8-31, Colleague includes all sponsor invoices that fall within the start and end date range, regardless of what term those invoices are for.

If you have defined a set of statement parameters for a sponsor that indicate statements should break on term, Colleague produces one statement for each selected sponsorship for each selected term. For example, the International Computer Corp.'s statement definition indicates that the statements should break on term. When the business office runs International Computer Corp.'s statements for the full year, Colleague generates one statement for each sponsorship for each term in that year. When specific terms are selected, then Colleague selects invoices within the start and end dates with those terms.

Refer to "Components of a Section Sponsorship Statement" on page 8-96, and "Components of a Student Sponsorship Statement" beginning on page 8-94 for information about defining a set of statement parameters.

**Selection Criteria.** You can select which statements to process by entering a saved list of IDs from the AR.INVOICES file, specific sponsor invoices, sponsors, sponsorships, or terms. If you leave the selection fields blank, Colleague generates statements for all new sponsor invoices that fall between the start and end dates entered.

Colleague determines which statements to process based on all of the selection criteria you enter. For example, if you enter the name of a sponsor as well as a specific sponsorship, Colleague only creates a statement for that sponsorship. If you enter just the name of a sponsor, Colleague creates statements for all sponsorships for that sponsor.

Once you generate a sponsorship statement, you can use the Sponsor Statement Reprint (SPSR) screen to print any additional copies of that particular statement. However, if billing changes have occurred that affect the sponsor's account, first use the SPSP process to reflect the adjusted charges on a new statement.
# **Reprinting Sponsorship Statements**

Use the statement reprint process to reprint a previously generated sponsorship statement. When you initiate the statement reprint process, you select the statement date range, and the sponsors and/or sponsorships for which you want to reprint statements. Or, you can select specific statements that you want to reprint.

When you reprint a statement, you cannot change the statement level or whether term invoices print on separate statements. 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. See "Defining Sponsorship Statements" beginning on page 8-91 for information about statement settings.

Your institution may want to reprint a student sponsorship statement to reflect the latest balance information. For example, a sponsor may make a partial payment, or make payment for only one sponsored student. After receiving the payment, you may want to send the sponsor a reprinted statement showing that payment was made and reflecting the balance due.

Use the Sponsorship Statement Reprint (SPSR) screen to reprint sponsorship statements.

07/19/02 12:55 SPONSOR STATEMENT REPRINT	SPSR
1 Start/End Date: 07/20/02 07/20/02 2 Name/Address Hierarchy: Accounts Receivables 3 Print Reference Info: No 4 Statement Type: <u>B</u> Both Student & Sections	
<ul> <li>5 Saved List Name:</li> <li>6 Statements Sponsor Sponsor Name Print Date <ol> <li>1:</li> <li>7 Sponsors</li> <li>1: 1092112 International Computer</li> </ol> </li> <li>8 Student Sponsorships <ol> <li>440 International Computer Corp</li> </ol> </li> <li>9 Section Sponsorships <ol> <li>334 International Computer Corp</li> </ol> </li> </ul>	
10 Additional Selection Criteria: No	

Figure 8-32: Example of the Sponsor Statement Reprint (SPSR) Screen

**Saved List Name.** You can enter the name of a pre-defined saved list of statements to limit the statements reprinted. The saved list must contain IDs from the SPONSOR.STATEMENTS file.

**Statements.** To select one or more specific statements to be reprinted, enter the ID of the desired statement(s). For each statement you select, Colleague displays the sponsorship ID, the sponsor name, as well as the last date the statement was printed.

If you use the Statements field, you cannot also enter individual sponsors or sponsorships as selection criteria.

The remaining selection fields for reprinting a statement are similar to those for processing a statement for the first time. Refer to "Processing Sponsorship Statements" beginning on page 8-103 for more information about the selection fields on the SPSP screen, some of which are the same as on the SPSR screen. Refer to the online help for the SPSR screen for additional information.

# **Procedure for Generating Sponsorship Statements**

This section provides procedures for

- processing a sponsorship statement
- reprinting a sponsorship statement.

## **Procedure for Generating a Sponsorship Statement**

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

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" beginning on page 8-91 for information.

Step	Action	Hints
1	Access the Sponsor Statement Processing (SPSP) screen.	
2	Define the start and end dates used to select sponsor invoices.	
3	<ul> <li>Define the type of statements you want to generate:</li> <li>S prints student sponsorship statements only</li> <li>C prints course section sponsorship statements only</li> <li>B prints both student and course section sponsorship statements</li> </ul>	
4	Enter any other selection criteria used to limit the statements generated as follows: • saved list of sponsor invoices • individual sponsors and/or sponsorships • specific academic terms	If you want non-term invoices included, do not enter any specific academic terms.
5	Run the process by finishing from the SPSP screen.	

**Table 8-39:** Steps for Generating Statements for Sponsorships

## **Procedure for Reprinting a Sponsorship Statement**

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

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.

Step	Action	Hints
1	Access the Sponsor Statement Reprint (SPSR) screen.	
2	Define the start and end dates used to select statements.	
3	<ul> <li>Define the type of statements you want to reprint:</li> <li>S prints student sponsorship statements only</li> <li>C prints course section sponsorship statements only</li> <li>B prints both student and course section sponsorship statements</li> </ul>	
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.
5	To limit the statements reprinted, enter any individual sponsors and/or sponsorships.	
6	Run the process by finishing from the SPSR screen.	

 Table 8-40: Steps for Reprinting Statements for Student Sponsorships

# **Recording Payments from Sponsors**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter explains how to record payments for course section sponsorships and student sponsorships.

# **Before You Begin**

Before you can record payments from one or more sponsors, you must define the following:

- Receipt tender GL distribution codes
- Payment method codes
- Locations
- AR types
- Deposit types

Refer to Getting Started with the Student System for complete information about defining these items.

# **Understanding Sponsor Payments**

Each payment that you record from a sponsor may represent one or more payments covering one or more sponsor statements. You can allocate a payment to specific statements, specific invoices, or specific line items.

## **Components of a Sponsor Payment**

Use the Sponsor Payment Entry (SPEN) screen to record payments for statements with outstanding balances (figure 8-33).



Figure 8-33: Example of a Sponsor Payment

This section explains the key fields on the Sponsor Payment Entry (SPEN) screen. Refer to online help for information about the other fields on this screen.

**Statement Group.** Colleague displays both student and section sponsorship statements in statement number order, and includes the sponsorship ID as well as the outstanding statement balance. If a statement has been paid in full, it is not displayed on the SPEN screen.

Statements with credit balances and zero balances are also displayed on SPEN. See "Procedure for Recording Payments From Sponsors" on page 8-116 for information about paying these types of statements.

From the statement group you can

- choose one or more statements against which to allocate the payment
- allocate the payment to one or more specific invoices from a specific statement by accessing the Sponsor Payment Allocation (SPPA) screen
- allocate the payment to specific line items on the Sponsor Payment Detail (SPPD) screen

To allocate the payment to one or more statements, enter  $\mathbf{Y}$  in the Pay field on SPEN that corresponds to the appropriate statement. Colleague creates a separate payment for each statement you choose to pay.

Colleague displays the full balance of the statement in the Balance field. You can accept that amount—and thus allocate the payment to the balance of the statement—or enter a lesser amount. When you enter an amount in the Payment field, Colleague automatically allocates the amount, by AR code priority order, to invoice items on the statement until the amount is completely allocated.

**Payment Details.** Use the fields in the Payment Detail area of the Sponsor Payment Entry (SPEN) screen to record

- the distribution code, which represents the general ledger account to which the payment is distributed
- the methods of payment received, examples are a check, credit card payment, cash, or any combination

To record payment received in the form of check or credit card, enter the appropriate payment method code in the Pay Method field.

Use the Sponsor Payment Allocation (SPPA) screen to allocate a payment to specific invoices from a sponsor's statement. You access the SPPA screen by detailing from the Payment field on the SPEN screen that corresponds to the statement you want to allocate payment towards.

08/05/02 15:09 Cashier: Ms. Donna Stu Date: 08/05/02	SPONSOR PAYMENT ENTRY bin Sessi Locat	.on.: 2161 :ion:	SPEN	
Sponsor: Intern 1 Batch Number: 2 * Holds:	ational Computer Corp			
3 Pay Statement Dat 1: No 5419 07/ 2: No 5420 07/	e Due Date Sponsorship 22/02 08/21/02 334 22/02 08/21/02 334	Balance * Payme 450.00 2,750.00	ent	
3: No 5421 07/	22/02 08/21/02 440	8,350.00		
4: Yes 5422 077	22/02 08/21/02 440	16,700.00 8,350. Total: 8,350		
		10(31. 0,0)0.		
4 Distribution: RCPT 5 * Pay Method Contro] 1: CK Check 5678 6 Cash Change Returned:	08/05/02 15:12 SP Cashier: Ms. Donna Stubin Date: 08/05/02 INTERNATIONAL COMPUTER,	ONSOR PAYMENT ALLOCATI Ses Loc ID: 1092112	ON sion.: 2161 ation:	SPPA
7 Print Receipt/No.: 1	Statement: 5422 Due	Date: 08/21/02 Amo	unt: 8,350.0	0
	1 * Pay Invoice Descript Soo	ion nsored Person	Balance	Payment
	1: No 000025100 Sponsor Bri	invoice to 000025056 an Haske	8,350.00	
	2: Yes 000025101 Sponsor Chr	invoice to 000025057 is Jackson	8,350.00	8,350.00
	3:			
	4:			
	5:			
	Controller Invoices		Total: Adding	8,350.00 Value 3

Figure 8-34: Example of a Sponsor Payment Allocated to an Invoice

8-114

Use the Sponsor Payment Detail (SPPD) screen to allocate a payment to a specific invoice line item. You access the SPPD screen by detailing from the Pay field on the Sponsor Payment Allocation (SPPA) screen that corresponds to the invoice you want to allocate the payment towards.

08/05/02 15:12 Cashier: Ms. Donna Stu Date: 08/05/02 INTERNATIONAL COMPUTER	SPONSOR PAYMENT ALLOCATION Ibin Session.: 2161 Location: 3, ID: 1092112	SPPA	
Statement: 5422	2 Due Date: 08/21/02 Amount: 8,350.00		
1 * Pay Invoice Des	scription Balance Pay Snonsored Person	ment	
1: No 000025100 Spc	nsor invoice to 000025056 8,350.00 Brian Haske		
2: Yes 000025101 Spo	nsor invoice to 000025057       8,350.00       8,35 Chris Jackson	50.00	
3:			
4:			
5:			
Controller Invoices	08/05/02 15:08 SPONSOR PAYMENT DETAI Cashier: Se Date: 08/05/02 LC INTERNATIONAL COMPUTER, ID: 1092112	(L 25sion.: ocation:	SPPD
	Statement: 5422 Due Date: 08/21/02 Invoice: 40006 Sponsor invoice to 00002		
	1 Pay AR Code Description 1: Yes FEES Course Section Fees ENG*101*10	Balance 125.00	Payment 125.00
	2: YES FEES COURSE SECTION FEES MHTH*100*1 3: Yes FEES Course Section Fees HIST*101*1	125.00	125.00
	4: Yes FEES Course Section Fees MKTG*100*1	125.00	125.00
	5: Yes FEES Course Section Fees BIO*100*15	125.00	125.00
	6: Yes ACT Student Activity Fee	150.00	150.00
	7: Yes HLT Health Services Fee	75.00	75.00
	8: YES INTEL FULT-LIME INTELOU FURE*101*10	1,500.00	1,500.00
	2 * Invoice Detail: _	Total:	8,350.00

Figure 8-35: Example of a Sponsor Payment Allocated to Invoice Items

# **Procedure for Recording Payments From Sponsors**

Complete the following steps to record payments received from a sponsor

Step	Action	Hints
1	Access the Sponsor Payment Entry (SPEN) screen.	
2	Enter sponsor's name or ID.	
3	Enter A to add a cash receipt.	
4	Optionally, identify a batch in which to add the cash receipt.	
5	Go to the statement in the Statement group that you want to pay.	
6	<ul> <li>Enter Y in the Pay field to record a payment for a specific statement.</li> <li>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.</li> </ul>	Colleague defaults the statement balance into the Payment field, which you can accept or enter a different payment amount.
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.	
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.
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.	
10	Enter Y in the Pay field on SPPD to allocate the payment against specific invoice items.	

**Table 8-41:** Steps for Recording a Payment from a Sponsor

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" on page 4-9 for information about completing the Restricted Cash Receipt Session Control screen.

Step	Action	Hints
11	Save the information selected on the SPPD screen.	
	The SPPA screen is redisplayed.	
12	Save the information selected on the SPPA screen.	
	The SPEN screen is redisplayed.	
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.	
14	Go to the Distribution field and enter the appropriate ID.	
15	Complete the remainder of the Sponsor Payment Entry screen.	Refer to "Components of a Sponsor Payment" on page 8-112 and online help for information about the remaining fields on this screen.
16	Save the receipt recorded on the Sponsor Payment Entry screen.	

 Table 8-41: Steps for Recording a Payment from a Sponsor (Continued)

# **Using Accounts Receivable & Cash Receipts**

Reconciliation

# **Creating GL Posting Records**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to create records from your subsidiary ledgers which are subsequently posted to the general ledger. Refer to table 9-1 below for where to find information in this chapter about creating the various types of GL posting records.

For Information About Creating	See
GL posting records in general	"Understanding the GL Posting Process" on page 9-3 and "Overview of the GL Posting Process" on page 9-11
GL posting records for all types of invoices	"Creating Invoice GL Posting Records" on page 9-18
GL posting records for deposit allocations	"Creating Deposit GL Posting Records" on page 9-29
GL posting records for financial aid transmittals	"Creating Financial Aid GL Posting Records" on page 9-33
GL posting records for cash receipts	"Creating Cash Receipt GL Posting Records" on page 9-37
GL posting records for cash receipt session adjustments (overages/shortages)	"Creating Receipt Session GL Posting Records" on page 9-43

Table 9-1: Where to Find Information About Creating GL Posting Records

The processes outlined in this chapter do not actually post the records you create to the general ledger. For information about posting the records you create here, refer to the *General Ledger Reference* manual.

# **Before You Begin**

Before you create the records that will get posted to the general ledger, you should have already assigned the posting descriptions that Colleague uses for detail GL posting records. See the "Posting Description" section of this chapter on page 9-9, and *Getting Started with the Student System* for detailed information.

You may also want to verify that any processes required to post individual transactions to your subsidiary ledgers have been completed. These concepts are covered in more detail within the individual sections of this chapter.

# **Understanding the GL Posting Process**

When you perform various functions within the Accounts Receivable (AR) and Cash Receipt (CR) modules, these transactions do *not* get automatically posted to your general ledger (GL) at the same time that they get posted to your AR accounts. Although Colleague is an integrated system, for control purposes, posting AR and CR transactions to your general ledger requires you to perform additional processes which allow you to control:

- when transactions get posted to the general ledger
- in what level of detail transactions get posted to the general ledger

Each time you create individual transactions (invoices, payments, etc.) in the AR and CR modules, they are posted to individual AR accounts associated with an AR type or subsidiary ledger. Depending on how you have defined your institution's billing and cash receipts parameters, these transactions may get posted to your AR accounts immediately, or may require you to take additional steps to actually post the transactions to your AR accounts. For example, your institution may not want to post registration charges to your student accounts until after your add/drop period is over. Similarly, your institution may want to reconcile cash receipt sessions prior to posting payments to your student accounts.

You can also post invoice transactions to AR accounts by creating invoice batches. For example, your institution may want to use an invoice batch to bill a group of account holders for bookstore charges. You can define an invoice batch to post to AR immediately, or to post after you have reconciled the batch.

When you immediately post transactions to your AR accounts, they have a direct effect on the balance of the associated AR type or subsidiary ledger. To keep your subsidiary ledger in balance with the corresponding GL control account, any activity that affects your subsidiary ledger also needs to be posted to the general ledger. If you have delayed posting transactions to your AR accounts, the transactions will not affect your subsidiary ledgers. However, once transactions are posted to AR accounts, they also need to be posted to the general ledger.

Colleague does not allow you to post any invoices within a batch to the general ledger until you reconcile the batch. Similarly, Colleague does not allow you to post any cash receipts to the general ledger until you reconcile the cash receipt session.

See *Getting Started with the Student System* for information on how to define your parameters for the Accounts Receivable and Cash Receipt modules. Refer to the "Billing" and "Payments" parts of this manual for more information on posting transactions to AR accounts.

## **Understanding the GL Posting Record Format**

Each GL posting record that you create contains the basic information listed below, and is explained in further detail in this section:

- source
- date
- reference number
- term (invoices only)
- debit and credit GL account numbers
- posting description
- amount

Some of the information passed to the general ledger is determined by the type of transaction as well as by the posting summary method that you select when you create the GL posting records. See "Reference Number" on page 9-5, "Term (Invoices Only)" on page 9-6, and "Posting Description" beginning on page 9-9 for more information.

## Source

The source that Colleague passes to the GL is determined by the type of the original transaction as listed below:

- IV invoice transactions
- DP deposit allocation transactions
- FA financial aid transmittal transactions
- CR cash receipt transactions
- CR cash receipt session overages/shortages
- PJ refund vouchers (from the Accounts Payable module)
- PR payroll deductions (from the Payroll module)

### Date

The date that Colleague passes to the GL is the date of the original transaction. For example, when creating invoice GL posting records, Colleague uses the invoice date. When creating cash receipt GL posting records, Colleague uses the cash receipt date.

The reference number that Colleague passes to the GL is determined by the type of GL posting record that you are creating, as well as by the posting summary method that you select.

If you select the "detail" or "no summary" posting summary method (which creates a single GL posting record for each individual transaction), Colleague uses the original AR transaction number as the GL reference number. When creating the GL reference number, Colleague also affixes a letter indicating the type of AR transaction in front of the original number. For example, invoice GL posting reference numbers are prefixed with an "I" and cash receipts with a "C."

# Currently, original AR transaction numbers are used only for invoice and cash receipt transactions.

If you choose to create the GL posting records using the other posting summary methods (batch, session, date, or term), Colleague assigns an internal sequential number to each GL posting record as the GL reference number.

Table 9-2 outlines how Colleague derives the GL reference number for each transaction type and posting summary method.

Original AR Transaction Type/ File Name	Posting Summary Method	Original AR Transaction Number	AR Reference Number	GL Reference Number
Invoice	Detail	INV.NO	INV.GL.REFERENCE.NOS	GLA.REF.NO
AR.INVOICES		000012345	<b>I</b> 000012345	<b>I</b> 000012345
			(where I stands for invoice)	
	Batch, Date, Term	INV.NO	INV.GL.REFERENCE.NOS	GLA.REF.NO
	(summary methods)	000012345	000011111	0000011111
			(sequential number assigned by Colleague)	
Deposit	All methods	not applicable	ARDI.GL.REFERENCE.NO	GLA.REF.NO
AR.DEPOSIT.ITEMS			000011112	0000011112
			(sequential number assigned by Colleague)	

Table 9-2: Where GL Reference Numbers Come From

Original AR Transaction Type/ File Name	Posting Summary Method	Original AR Transaction Number	AR Reference Number	GL Reference Number
Financial Aid	All methods	not applicable	FAX.GL.REFERENCE.NO	GLA.REF.NO
FA.TRANSMITTALS			000011113	0000011113
			(sequential number assigned by Colleague)	
Cash Receipt	No Summary	RCPT.NO	RCPT.GL.REFERENCE.NO	GLA.REF.NO
CASH.RCPTS	(detail method)	000012345	<b>C</b> 000012345	<b>C</b> 000012345
			(where <b>C</b> stands for cash receipt)	
	Date, Session	RCPT.NO	RCPT.GL.REFERENCE.NO	GLA.REF.NO
	(summary methods)	000012345	000011114	0000011114
			(sequential number assigned by Colleague)	
Cash Receipt	not applicable	not applicable	RCPTS.GL.REFERENCE.NO	GLA.REF.NO
Overage/Shortage			000011115	000011115
RCPT.SESSIONS			(sequential number assigned by Colleague)	

Table 9-2: Where GL Reference Numbers Come From (Continued)

## Term (Invoices Only)

The term that Colleague passes to the GL is determined by the posting summary method that you select when you create the GL posting records. If you select the "detail" or "no summary" posting summary method (which creates a single GL posting record for each individual transaction), Colleague uses the term (if any) associated with each individual invoice transaction.

If you choose to create GL posting records using the other posting summary methods (batch, date, or term), Colleague determines the term passed to the GL as described on the pages that follow.

Currently, term is only passed for invoice GL posting records. For all other types of transactions, Colleague creates summary GL posting records without any consideration of the transactions' term (if any).

Transaction Date	Batch	Transaction Term	Transaction Amount	Posted to General Ledger
1/1/2000	101	SP/00	10.00	10.00
	102		10.00	25.00
			15.00	
		SU/00	20.00	20.00
		FA/00	30.00	30.00
		no term	50.00	50.00
	none	SP/00	10.00	10.00
		SU/00	15.00	15.00
		FA/00	10.00	30.00
			20.00	
		no term	25.00	25.00

Table 9-3: Posting Invoice Transactions by Batch

**Date.** Colleague sorts the invoice transactions by date, and then summarizes by term, as outlined in table 9-4 below.

Transaction Date	Transaction Term	Transaction Amount	Posted to General Ledger
1/1/2000	SP/00	10.00	20.00
		10.00	
	FA/00	15.00	15.00
	no term	20.00	20.00
1/2/2000	SP/00	15.00	15.00
	FA/00	10.00	30.00
		20.00	
	no term	25.00	25.00

**Table 9-4:** Posting Invoice Transactions by Date

Transaction Date	Transaction Term	Transaction Amount	Posted to General Ledger
1/1/2000	SP/00	10.00	80.00
		10.00	
1/2/2000		15.00	
1/3/2000		20.00	
1/4/2000		15.00	
1/5/2000		10.00	
	FA/00	20.00	20.00
	no term	25.00	25.00

**Term.** Colleague sorts and summarizes the invoice transactions for each term (if any), as outlined in table 9-5 below.

Table 9-5: Posting Invoice Transactions by Term

## **GL** Account Numbers

Each GL posting record you create has at least two GL account numbers associated with it; one or more for the debit side and one or more for the credit side. The GL account numbers depend on the type of GL posting records being created. Table 9-6 below outlines how Colleague derives the GL account numbers for each type of GL posting record.

Transaction Source	Debit GL Account Number Source	Credit GL Account Number Source
Charges & Credit	S	
Invoices (IV)	AR Type	AR Code(s)
Non-Cash Payme	nts	
Deposit Allocations (DP)	Deposit Type	AR Type
Financial Aid Transmittals (FA)	FA Award Code(s)	AR Type

Table 9-6: Where GL Account Numbers Come From

Transaction Source	Debit GL Account Number Source	Credit GL Account Number Source
Cash Receipt Pay	/ments	
AR Payments (CR)	Receipt Tender GL Distribution Code/ Pay Methods	AR Type
Non-Ar Payments (CR)	Receipt Tender GL Distribution Code/ Pay Methods	Non-AR Code(s)
Deposits (CR)	Receipt Tender GL Distribution Code/ Pay Methods	Deposit Type
Cash Receipt Ses	ssion Adjustments	
Overages (CR)	Adjust to Cash GL Account Number from Cash Receipts Parameters (CRPA) screen	Overage GL Account Number from Cash Receipts Parameters (CRPA) screen
Shortages (CR)	Shortage GL Account Number from Cash Receipts Parameters (CRPA) screen	Adjust to Cash GL Account Number from Cash Receipts Parameters (CRPA) screen

 Table 9-6: Where GL Account Numbers Come From (Continued)

### **Posting Description**

The description that Colleague passes to the GL is determined by the type of GL posting record that you are creating, as well as by the posting summary method that you select. For detail posting methods, Colleague assigns the same posting description to both the debit and credit sides of the GL posting record.

Prior to creating any GL posting records, your institution should have already assigned the detail GL posting descriptions that Colleague uses for the various types of transactions when they are posted to the general ledger. You assign descriptions for the GL posting records using the Posting Desc Maintenance (PDSP) screen. See *Getting Started with the Student System* for information about assigning detail GL posting descriptions.

If you select the "detail" or "no summary" posting summary method (which creates a single GL posting record for each individual transaction), Colleague uses the detail GL posting descriptions previously assigned on the PDSP screen by your institution.

If your institution charges tax on any invoice items, Colleague uses the tax code description as the detail GL posting description.

Detail GL posting descriptions display *only* in Colleague's Financial System, for example, on the List GL Postings (LPST) report, and also when you run the Post GL Transactions (PGLT) process.

They do not display on the GL posting registers generated from Colleague's AR and CR posting processes, such as Invoice GL Processing (IGLP) and Cash Receipts GL processing (CGLR/CGLP).

You can override the detail GL posting description by selecting another one at the time that you create the GL posting records. Refer to "Posting Description Overrides" on page 9-14 for information on how to change posting descriptions.

Currently, this applies only to invoice and cash receipt GL reference descriptions.

If you choose to create the GL posting records using the other posting summary methods (batch, session, date, or term), Colleague uses a summary posting description. See *Getting Started with the Student System* for more information.

## Amount

The amount that Colleague passes to the GL is determined by the type of GL posting record that you are creating, as well as by the posting summary method that you select. If you select the "detail" or "no summary" posting summary method (which creates a single GL posting record for each individual transaction), Colleague passes the amount of each individual transaction.

If you choose to create GL posting records using the other posting summary methods, Colleague determines the amount passed to the GL as described below.

**Batch.** See "Term (Invoices Only)" on page 9-6 for information on how Colleague calculates batch amounts by term for invoice GL posting records.

**Session.** Colleague calculates the total for each cash receipt session, and creates GL posting records for each session.

Date. Colleague calculates the totals for each date, and creates GL posting records for each date.

See "Term (Invoices Only)" on page 9-6 for information on how Colleague calculates date amounts by term for invoice GL posting records.

**Term.** See "Term (Invoices Only)" on page 9-6 for information on how Colleague calculates term amounts for invoice GL posting records.

# **Overview of the GL Posting Process**

There are five basic sources of transactions within Colleague's AR and CR modules that need to be posted to the general ledger:

- invoice transactions (registration, room, & meal plan billing, miscellaneous billing, recurring invoices, and sponsor billing)
- deposit allocation transactions
- financial aid transmittal transactions
- cash receipt transactions
- cash receipt session adjustment transactions (overages/shortages)

If your institution does not utilize Colleague's deposits or financial aid functionality, it is not necessary to create GL posting records for these sources. Similarly, if your institution does not record cash receipt session overages and shortages on the session control screens, you do not need to create GL posting records for session adjustments.

Currently all of these sources (except for invoice transactions) require you to run a two-step process to create the GL posting records. This process consists of:

- running a register of the GL posting records to be created
- subsequently creating the GL posting records
- When creating GL posting records for invoice transactions, you can opt to use the 2-step process, or you can choose to just create the GL posting records without first creating the register. See "Creating Invoice GL Posting Records" beginning on page 9-18 for more information.

Each source of transactions requires a separate set of processes to create the GL posting records. Refer to table 9-7 below for a list of the processes used to create GL posting records for each source.

Transaction Type	GL Register Process	GL Posting Process
invoices	Invoice GL Processing (IGLP)	same
deposits	Deposit GL Register (DGLR)	Deposit GL Posting (DGLP)
financial aid	FA GL Register (FGLR)	FA GL Posting (FGLP)
cash receipts	Cash Receipt GL Register (CGLR)	Cash Receipt GL Posting (CGLP)
cash receipt session adjustments (overages/shortages)	Receipt Session GL Register (SGLR)	Receipt Session GL Posting (SGLP)

Table 9-7: Transaction Type/GL Posting Process Cross-Reference

## **Creating the GL Posting Register**

The first part of the GL posting process requires you to generate a register of the GL posting records you want to create as shown in figure 9-1.

May 17 2000 14:17 I	CA DAILY PAYMENT	SH RECEIPT GL REGISTE REGISTER - 03/15/00	R SESSION: 1088		Page I
Receipt No ID/Name	Code AR Type Non	Type/Deposit Type/ -AR Ropt Code/Pay Mth	d GL Account	Debit	Credit
000202444 1080466 Nancy Koehler	DEP TUI PAY	DP Tuition Deposits Cash	10-0000-25001-01 10-0000-11001-01	0.00 500.00	500.00 0.00
				 Receipt Total	500.00
)00202445 1080465 Michael Olliges	DEP TUI: PAY	OP Tuition Deposits Cash	10-0000-25001-01 10-0000-11001-01	0.00 500.00	500.00 0.00
				 Receipt Total	500.00
000202446 1080464 Donna Stubin	DEP TUI: PAY	OP Tuition Deposits Cash	10-0000-25001-01 10-0000-11001-01	0.00 500.00	500.00 0.00
				 Receipt Total	500.00
				 Session Total	1,500.00
				Date Total	1,500.00

ay 17 2000 4:17	CA CASH RECEIPT	SH RECEIPT GL REG DEPOSIT TYPE SUM	HSTER MARY - 03/15/00
Deposit Type	Debit	Credit	Net
TUIDP Tuition Deposits	0.00	1,500.00	1,500.00CR
	0.00	1,500.00	1,500.00CR

May 17 2000 14:17	CASH CASH RECEIPT	H RECEIPT GL REG PAY METHOD SUMM	ISTER ARY - 03/15/00	Page	3
Pay Method	Debit	Credit	Net		
Cash	1,500.00	0.00	1,500.00		
	1,500.00	0.00	1,500.00		

May 17 2000 14:17	CASH RECEIPT GL CASH RECEIPT GL SUMM	REGISTER ARY - 03/15/00		Page
Account Number	Description	Debit	Credit	
10-0000-11001-01 10-0000-25001-01	City Bank Checking : General Tuition Deposits : General	1,500.00 0.00	0.00 1,500.00	

Figure 9-1: Example of a GL Posting Register (Detail Method)

When you run the register, you need to define the following basic components:

- posting summary method
- date range
- optional posting description overrides (invoice and cash receipts only)
- optional selection criteria

Each of these components is explained in detail below.

### **Posting Summary Method**

You can post the transactions in your subsidiary ledgers to the general ledger using one or more of the methods described in this section.

The posting summary methods available with each process vary depending upon the type of GL posting records you are creating.

**Detail or No Summary [N].** Colleague creates a single GL posting record for each individual transaction that has been recorded in the subsidiary ledger within the specified date range. This method may be preferable for some, but not all, types of subsidiary ledgers. For example, your trade receivables may have a limited number of transactions, so you may want to post them in detail. However, your student receivables probably have numerous transactions for each student account, so you may not want to post the detail for each student account in the general ledger since this detailed information is readily available in the Accounts Receivable and Cash Receipts modules.

**Batch [B] (invoices only).** Colleague creates a single GL posting record for each invoice batch that has been recorded in the subsidiary ledger within the specified date range.

Colleague cannot post any invoice transactions contained in an invoice batch to the GL unless you have first reconciled the batch.

If you are posting by batch, and do not use the selection criteria to specify individual batches, any invoice transactions that are not included in a batch are summarized by invoice date.

**Sessions [S] (cash receipts only).** Colleague creates a single GL posting record for each cash receipt session that has been recorded in the subsidiary ledger prior to the cutoff date specified.

Colleague cannot post cash receipt transactions to the GL unless you have first reconciled the cash receipt session(s).

**Date [D].** Colleague creates a single GL posting record for each transaction recorded in the subsidiary ledger for each day. This method may be the preferable way to post your student receivables to the general ledger.

See "Term (Invoices Only)" beginning on page 9-6 for information on how Colleague creates invoice GL posting records by date for each term.

**Term [T] (invoices only).** Colleague creates a single GL posting record for each term which may include multiple dates.

## **Date Range**

You can control the transactions that you post to the general ledger by entering either a beginning date and a cutoff date, or just a cutoff date. If you enter both dates, Colleague selects only those transactions that have never been posted to the general ledger and that occur within the date range specified. If you enter only a cutoff date, Colleague selects all transactions that have never been posted to the cutoff date specified.

Unless you have a need to create GL posting records within a specific date range, Datatel recommends that you leave the beginning date blank. WARNING: THIS MAY CREATE GL POSTING RECORDS FOR CLOSED FISCAL MONTHS.

### **Posting Description Overrides**

You can assign the descriptions that Colleague uses for GL posting records if you select the "detail" or "no summary" posting summary method; otherwise Colleague uses a generic posting description. Refer to *Getting Started with the Student System* for information on assigning the detail posting descriptions for your institution.

Currently, this functionality applies only to invoice and cash receipt GL posting descriptions.

You can enter a one-time override of the posting descriptions Colleague assigns to the detail posting records. To override a detail GL posting description, access the Posting Desc Parameter Override (PDPO) screen from the Posting Desc field of the posting process screen and select another description from the corresponding validation code table.

You can use the selection criteria available when you generate your GL posting register to define the posting summary methods used for individual types of transactions. For example, you can create the GL posting records in detail for a selected AR type first (such as trade receivables), and then create invoice GL posting records for other types of receivables (for example, student receivables) using the other posting summary methods described in this chapter.

Refer to the sections on selection criteria for each individual source of GL posting records in this chapter for more information.

## **Resolving GL Posting Errors**

You can generate the GL posting register as often as you need to include the correct GL posting records. If Colleague encounters an error in a transaction while generating the GL posting register, an error screen is displayed as shown in figure 9-2. For example, if a transaction references an inactive GL account, or a GL account that has not yet been opened for the fiscal year, an error is reported. Colleague does not allow you to create the GL posting records until you have resolved all errors and produced an error-free GL posting register. Use any error screens displayed to help you identify, resolve, and correct errors that may exist in your subsidiary ledger.



Figure 9-2: Example of GL Posting Error Screens

Resolve any errors and repeat this process as needed until the GL posting register is error-free.

For invoices only, Colleague creates the GL posting records for any error-free transactions, and produces an error report for any transactions that contain errors. Unlike the other GL posting processes, it is not necessary to resolve all invoice errors and regenerate the register prior to creating the invoice GL posting records. See "Resolving Invoice GL Posting Errors" on page 9-24 for more information.

## **Creating the GL Posting Records**

After you have created an error-free GL posting register, you need to run the corresponding GL posting process which actually creates the GL posting records (the GL posting register is only a list of the transactions that will ultimately be created with the posting process).

Creating the GL posting records does not automatically post them to the general ledger. Refer to the *General Ledger Reference* manual for information about using the Post GL Transactions (PGLT) process to post the GL posting records to the general ledger.

When you run the GL posting process, Colleague produces a report similar to the GL posting register as shown in figure 9-3. This GL posting report lists and totals the amounts of the GL posting records selected using the criteria entered the last time you produced an error-free GL posting register.

2000	CASH REC CASH RECEIPT DEPO:	CEIPT GL POSTING SIT TYPE SUMMARY -	- 03/15/00		1	Page l		
t Type	Debit	Credit	Net					
Tuition Deposits	0.00	1,500.00	1,500.00CR					
	0.00	1,500.00	1,500.00CR					
								1
May 17 2000 14:51	C. CASH RECEI	ASH RECEIPT GL PO: PT PAY METHOD SUMI	STING MARY - 03/15/00			Page	2	
Pay Method	Debit	Credit	N	let				
Cash	1,500.00	0.00	1,500.00	 I				
	1,500.00	0.00	1,500.00	-				
May 17 2000 14:51		CASH RECEIPT CASH RECEIPT GL S	GL POSTING UMMARY - 03/15/0	10			Page	
	Description			Debit	Credit			
Account Number								
Account Number 10-0000-11001-01 10-0000-25001-01	City Bank Checking : Tuition Deposits : Ge	General neral		1,500.00 0.00	0.00 1,500.00			

Figure 9-3: Example of a GL Posting Report (Detail Method)

Except for invoice transactions, Colleague does not allow you to run the GL posting process unless you have first generated an error-free GL posting register. See "Creating Invoice GL Posting Records" beginning on page 9-18 for information.

# **Creating Invoice GL Posting Records**

Colleague creates GL posting records only for invoice transactions that have been recorded in your subsidiary ledgers, so you may want to verify that the invoice transactions that you want passed to the general ledger have been already been recorded prior to creating your invoice GL posting records. Refer to table 9-8 below for information about the processes that may affect your invoice GL posting records.

Billing Process	Reference
creating and posting registration, room, and meal plan invoices and adjustments	"Understanding an Individual's Receivables" on page 2-5 and "Generating Student Receivables" on page 2-61
creating and posting miscellaneous invoices and adjustments ^a	"Entering Misc. Charges & Credits for an Individual" on page 2-67, "Entering Miscellaneous Charges & Credits for a Group" on page 2-71, and "Adjusting Accounts" on page 2-93
creating and posting recurring invoices and adjustments	"Generating Recurring Invoices" on page 2-129
creating and posting sponsor billing invoices	"Billing a Sponsor for Sponsored Course Sections" on page 8-35 and "Billing a Sponsor for Sponsored Students" on page 8-81

### Table 9-8: Billing Processes Affecting GL Posting Records

a. Colleague does not allow you to post any invoices contained in a batch to the general ledger until you reconcile the batch.

## **Understanding the Invoice GL Posting Process (IGLP)**

You can use the standard 2-step GL posting process described in "Overview of the GL Posting Process" on page 9-11 to create the invoice GL posting records. However, because an institution can have large volumes of invoice transactions (as with your student receivables), Colleague gives you the additional functionality to create the GL posting records for invoices without first generating the posting register.

Unlike the other GL posting processes, the invoice GL posting process requires the use of only one screen, the Invoice GL Processing (IGLP) screen shown in figure 9-4 to both list and/or create the GL posting records for all types of invoice transactions. If you want to use the 2-step process of creating a register prior to creating the GL posting records, you use the IGLP screen to generate the register first, and then use the IGLP screen to create the GL posting records. You also use the IGLP screen to create GL posting records without first creating the GL posting register. See "Posting Method" on page 9-19 for more information about running IGLP in "Immediate Update" mode.

06/05/00 13:57 INVOICE G Status: Report Run Operator: Donr	L PROCESSING a Stubin	IGLP Date: 06/05/00
1 Posting Method.: R Report Only 2 * Posting Desc.: 3 Posting Summary: N Detail	4 Beginning Date 5 Cutoff Date	: . <u>0</u> 6/05/00
6 Saved List Name:		
7 Invoices Incl: 1:	2:	3:
8 Invoices Excl: 1:	2:	3:
9 AR Types 1:	2:	3:
10 Batches Incl: 1:	2:	3:
11 Batches Excl: 1:	2:	3:
12 Person Incl: 1:	2:	3:
13 Person Excl: 1:	2:	3:
14 Additional Selection Criteria: No		
	New Record	

Figure 9-4: Invoice GL Processing (IGLP) Screen

## **Defining Invoice Run-Time Parameters**

Use the fields described below to define the parameters used by Colleague to select, format, and create the invoice GL posting records.

### **Posting Method**

You can choose to run the Invoice GL Processing (IGLP) screen using one of the three posting methods described below.

**Report Only.** With this posting method, Colleague produces a GL posting register as described in "Creating the GL Posting Register" on page 9-12, but does not actually create the invoice GL posting records. Colleague uses this method as the default posting method.

If you use the "Report Only" posting method, you must also run this process in "Update From Report" mode in order to actually create the invoice GL posting records.

**Update From Report.** With this posting method, Colleague actually creates the invoice GL posting records selected the last time you ran the IGLP process in "Report Only" mode. Colleague does not not allow you to run the IGLP process using this method unless you have previously run IGLP in "Report Only" mode.

**Immediate Update.** With this posting method, you can eliminate running the register prior to creating the invoice GL posting records. Colleague still produces a report similar to the GL posting

register which lists and totals the amounts of the transactions created using the parameters and selection criteria you specify on the IGLP screen.

WARNING: Using the IGLP process in the "Immediate Update" mode is an irreversible process. Use this process *only* if you are certain you want to create the posting records. Otherwise, use the "Report Only" and "Update From Report" modes together to review the GL posting records *prior* to creating them.

When you run this process in any mode, Colleague rejects any transactions that contain errors, and produces an error report. Colleague creates the GL posting records only for those invoice transactions that do not contain any errors. See "Resolving Invoice GL Posting Errors" on page 9-24 for more information.

Conce you have created the deposit GL posting records using either method, you still need to run the Post GL Transactions (PGLT) process to post the GL posting records to the general ledger. Refer to the *General Ledger Reference* manual for information.

## **Invoice Posting Description Overrides**

If you are using the "detail" posting method, you can enter a one-time override of the posting descriptions Colleague assigns to the invoice GL posting records. To override the default detail posting descriptions defined for your institution, access the Posting Desc Parameter Override (PDPO) screen from the Posting Desc field of the IGLP screen and select another description for any of the following invoice transaction categories:

- Registration Invoices
- Room Invoices
- Meal Invoices
- Miscellaneous Invoices
- Sponsored Billing Invoices

IGLP ignores any overrides you enter for other transaction categories on PDPO, and only processes overrides for the invoice transactions listed above. Overriding the posting descriptions on PDPO does not modify the default descriptions, which are defined on the Posting Desc Maintenance (PDSP) screen. Refer to *Getting Started with the Student System* for information about the PDSP screen.

When you enter invoice GL posting description overrides on PDPO, Colleague retains the override values until another operator accesses the IGLP screen, or the IGLP process is run in update or immediate update mode. Once either one happens, Colleague refreshes the posting descriptions with the defaults you defined on PDSP.

06/05/00 13:57 Status: Report Run	INVOICE GL PROCESSING IGLP Operator: Donna Stubin Date: 06/05/00	
1 Posting Method.: R 2 * Posting Desc.: 3 Posting Summary: N	Report Only     4 Beginning Date:       5 Cutoff Date:     06/05/00	
6 Saved List Name:	05/06/02 10:07 POSTING DESC PARAMETER OUR	PDPO
<ul> <li>7 Invoices Incl:</li> <li>8 Invoices Excl:</li> <li>9 AR Types:</li> <li>10 Batches Incl:</li> <li>11 Batches Excl:</li> <li>12 Person Incl:</li> <li>13 Person Excl:</li> <li>14 Additional Selecti</li> </ul>	Debit/Credit 1 Reg Invoice Descs: C Class Title 2 Room Invoice Descs.: RT 'Room Assignment' & Ti 3 Meal Invoice Descs.: TM 'Meal Plan:' plan desc 4 Misc Invoice Descs.: ID Invoice Description 5 Spns Billing Descs.: P Sponsorship Name 6 Refund Vouch Descs.: R Refund Reason Descript 7 AR Cash Rcpt Descs.: PT Payor and Rcpt Tender 8 Non-AR Cash Descs: P Payor 9 Cash Deposit Descs.: N Accountholder Name 10 Cash Rcpt Rev Descs: FT FA Award Desc and Term 11 Financial Aid Descs: FT FA Award Desc and Term	

Figure 9-5: Invoice GL Posting Description Overrides on PDPO

### **Posting Summary**

Select one of the following posting summary methods for Colleague to use when creating the invoice GL posting records:

- detail [N]- creates a single GL posting record for each invoice
- summary by batch [B] creates a single GL posting record for each invoice batch per term
- summary by date [D] creates a single GL posting record for all invoices for each day per term
- summary by term [T]- creates a single GL posting record for each term which may include multiple dates

See "Posting Summary Method" on page 9-13 and "Term (Invoices Only)" on page 9-6 for detailed information about how Colleague creates invoice GL posting records for each method.

### **Date Range**

Use the beginning and the cutoff dates to define the date range Colleague uses to select invoices included in this process. If you enter a start date, Colleague selects only those invoices with invoice dates greater than or equal to the start date you enter. You can leave the start date blank and just enter a cutoff date if you want to post all invoice transactions that occur prior to the cutoff date. Colleague selects only those invoices with an invoice date less than or equal to the end date you enter.

Unless you have a need to create GL posting records within a specific date range, Datatel recommends that you leave the beginning date blank. WARNING: THIS MAY CREATE GL POSTING RECORDS FOR CLOSED FISCAL MONTHS.

## **Entering Invoice Selection Criteria**

You can use one or more of the fields described below to limit the transactions for which Colleague creates GL posting records.

If you run the IGLP process in the "Report Only" mode, and subsequently run it in the "Update from Report" mode making changes to the selection criteria, Colleague ignores any changes you enter at that time. When you run the IGLP process in the "Report Only" mode, Colleague uses any selection criteria you define to create a temporary list of records to be processed when you run IGLP in the "Update from Report" mode. If you want to change the records processed by IGLP, you need to change the selection criteria by running IGLP in "Report Only" mode again to update the temporary list of records.¹

### Saved List Name

Use the Saved List Name field to enter the name of a pre-existing saved list of IDs from the AR.INVOICES file to limit the invoice GL posting records Colleague creates.

### **Invoices Included/Excluded**

Use the Invoices Included field to enter one or more individual invoices for which you want to create invoice GL posting records. Use the Invoices Excluded field to enter one or more individual invoices that you want excluded from the GL posting process. You can either include or exclude invoices, but you cannot do both.

^{1.} If you run IGLP in the "Immediate Update" mode, Colleague selects and processes the posting records at the same time, so there is no opportunity to change the selection criteria using this method.

## **AR Types**

Use the AR Types field to enter one or more individual AR types for which you want to create invoice GL posting records.

If you leave this field blank, Colleague creates posting records for *all* AR types.

You can use this field if you want to post certain AR types using one posting summary method, and other AR types using other posting summary methods. For example, you can create the GL posting records in detail for a selected AR type first (such as trade receivables), and then create invoice GL posting records for other types of receivables (for example, student receivables) using the other posting summary methods.

## **Batches Included/Excluded**

Use the Batches Included field to enter one or more individual invoice batches for which you want to create invoice GL posting records. Use the Batches Excluded field to enter one or more individual invoice batches that you want excluded from the GL posting process. You can either include or exclude invoice batches, but you cannot do both.

### **Persons Included/Excluded**

Use the Persons Included field to enter one or more individual account holders for whom you want to create invoice GL posting records. Use the Persons Excluded field to enter one or more individual account holders whom you want to exclude from the GL posting process. You can either include or exclude persons, but you cannot do both.

## **Resolving Invoice GL Posting Errors**

You can run the invoice register as often as you need to include the correct GL posting records. If Colleague encounters an error in a transaction while trying to create a GL posting record, an error report as shown in figure 9-6 is produced, and Colleague does not create a GL posting record for that transaction. For example, if an invoice references an inactive GL account, or a GL account that has not yet been opened for the fiscal year, the transaction is rejected by the posting process, and Colleague does not create a GL posting record. Use any error reports produced to help identify, resolve, and correct such errors that may exist in your subsidiary ledger, and then repeat the GL posting process for the corrected transactions.

may 1 / 2000         AR/CR Posting Brrons           15:13         From 04/01/2000 to 04/01/2000           AR Type : STAR Student Account Receivables						ige.	2	
Trans Num	Type	Acct Holder	Date	Description of	Error			
000010437		1080466	04/01/00	The GL account	1000004200101 is inact:	ive.	 -	
000010438		1080465	04/01/00	The GL account	1000004200101 is inact:	ive.		
000010439		1080464	04/01/00	The GL account	1000004200101 is inact:	ive.		



As Colleague will create GL posting records for error-free invoice transactions, it is not necessary to resolve all the errors prior to creating your invoice GL posting records. You can create your invoice GL posting records for those transactions that do not contain any errors, and then repeat the invoice GL posting process only for those transactions that you have corrected.

Currently, this applies only to creating GL posting records for invoices. If you encounter any errors while creating the GL posting register for deposits, cash receipts, or financial aid, Colleague does not allow you to create any GL posting records until you resolve all the errors and produce an error-free GL posting register.
## **Procedures for Creating Invoice GL Posting Records**

This section provides the procedures for creating invoice GL posting records using either a one-step or a two-step process.

#### **One-Step Process for Creating Invoice GL Posting Records**

Complete the steps listed below to create the invoice GL posting records without having to first run the invoice GL posting register.

WARNING: Using the IGLP process in the "Immediate Update" mode is an irreversible process. Use this process *only* if you are certain you want to create the posting records. Otherwise, use the steps outlined in "Two-Step Process for Creating Invoice GL Posting Records" on page 9-27 to review the GL posting records *prior* to creating them.

Action	Hints
Understand the process used to create invoice GL posting records.	See "Creating Invoice GL Posting Records" on page 9-18.
When posting in detail, you should have already defined the posting descriptions that you want assigned to the invoice GL posting records.	See Getting Started with the Student System.
<ul> <li>Verify that the following items have been completed:</li> <li>any invoice transactions that you want posted to the general ledger have already been posted to the subsidiary ledger</li> <li>any invoice batches that you want posted to the general ledger have been reconciled</li> </ul>	Refer to the "Billing" part of this manual for information.
Access the Invoice GL Processing (IGLP) screen.	
Set the Posting Method field to "Immediate Update."	
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 invoices being posted, save your changes on the PDPO screen, and return to the IGLP screen. See "Invoice Posting Description Overrides" on
	Action         Understand the process used to create invoice GL posting records.         When posting in detail, you should have already defined the posting descriptions that you want assigned to the invoice GL posting records.         Verify that the following items have been completed:         • any invoice transactions that you want posted to the general ledger have already been posted to the subsidiary ledger         • any invoice batches that you want posted to the general ledger have been reconciled         Access the Invoice GL Processing (IGLP) screen.         Set the Posting Method field to " Immediate Update."         If posting in detail, enter any optional overrides to the GL posting descriptions.         You can access the PDPO screen from the Posting Desc field.

Table 9-9: One-Step Process for Creating Invoice GL Posting Records

Step	Action	Hints
7	Define the following parameters: • posting summary method • beginning date (optional) • cutoff date	
8	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all invoice transactions. See "Entering Invoice Selection Criteria" on page 9-22.
9	Finish from the IGLP screen.	Colleague creates the GL posting records for any invoice transactions that do not contain errors. Transactions with errors are rejected and identified on an error listing.
10	Review any error-listings produced.	
11	Resolve any errors identified.	See "Resolving Invoice GL Posting Errors" on page 9-24.
12	Repeat step 4 through step 11 as needed to post any corrected invoice transactions.	

 Table 9-9: One-Step Process for Creating Invoice GL Posting Records (Continued)

#### **Two-Step Process for Creating Invoice GL Posting Records**

Complete the steps listed below to create the invoice GL posting register prior to creating the invoice GL posting records.

Step	Action	Hints
1	Understand the process used to create invoice GL posting records.	See "Creating Invoice GL Posting Records" on page 9-18.
2	When posting in detail, you should have already defined the posting descriptions that you want assigned to the invoice GL posting records.	See Getting Started with the Student System.
3	Verify that the following items have been completed:	Refer to the "Billing" part of this
	<ul> <li>any invoice transactions that you want posted to the general ledger have already been posted to the subsidiary ledger</li> <li>any invoice batches that you want posted to the general ledger</li> </ul>	manual for information.
	have been reconciled	
4	Access the Invoice GL Processing (IGLP) screen.	
5	Set the Posting Method field to "Report Only."	
6	If posting in detail, enter any optional overrides to the GL posting descriptions.	Select the desired posting description for the type(s) of
	You can access the PDPO screen from the Posting Desc field.	invoices being posted, save your changes on the PDPO screen, and return to the IGLP screen.
		See "Invoice Posting Description Overrides" on page 9-20 for more information.
7	Define the following parameters:	
	• posting summary method	
	<ul><li> beginning date (optional)</li><li> cutoff date</li></ul>	
8	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all invoice transactions. See "Entering Invoice Selection Criteria" on page 9-22.
9	Finish from the IGLP screen.	
10	Review the Invoice GL Register for accuracy.	
11	If the Invoice GL Register contains the correct information, proceed to step 13.	

**Table 9-10:** Two-Step Process for Creating Invoice GL Posting Records

Step	Action	Hints
12	If the Invoice GL Register does not contain the correct information, you can either:	
	• repeat step 4 through step 10 to obtain an accurate invoice GL Register	
	or	
	• proceed to step 13 to create the invoice GL posting records listed on the register, and subsequently repeat step 4 through step 10 for any additional invoice transactions that were not included on the register	
	or	
	• proceed to step 16 to resolve any errors,	
13	Access the Invoice GL Processing (IGLP) screen.	
14	Set the Posting Method field to " Update from Report."	Do not change any selection criteria when running the IGLP process in this mode.
		If you want to make changes, repeat step 4 through step 10.
15	Finish from the IGLP screen.	Colleague creates the GL posting records for any invoice transactions that do not contain errors. Transactions with errors are rejected and identified on an error listing.
16	Review any error-listings produced.	
17	Resolve any errors identified.	See "Resolving Invoice GL Posting Errors" on page 9-24.
18	Repeat step 4 through step 10 as needed to post any corrected invoice transactions.	

 Table 9-10: Two-Step Process for Creating Invoice GL Posting Records (Continued)

## **Creating Deposit GL Posting Records**

Colleague creates GL posting records only for those deposits that have been allocated to your subsidiary ledgers, so you may want to verify that the deposits that you want passed to the general ledger have already been allocated prior to creating your deposit GL posting records. Refer to "Allocating Deposits" on page 5-17 for information about allocating deposits.

### Generating the Deposit GL Register (DGLR)

To create deposit GL posting records, you need to use the 2-step process described in "Overview of the GL Posting Process" on page 9-11. First, use the Deposit GL Register (DGLR) process as shown in figure 9-7 to list the GL posting records to be created for all deposit allocation transactions.

04/19/00 13:14 Status: Report Run Op	DEPOSIT GL REGIST perator: Donna Stubin	ER DGLR Date: 04/13/00
1 Posting Summarization:	<u>M</u> No Summary	
2 Deposit Item Date:	Begin End 04/19/0	0
3 Saved List Name:		
4 Deposit Tupes: 1:	2:	3:
5 Person Incl: 1:	2:	3:
6 Person Excl: 1:	2:	3:
7 Additional Selection C	riteria: No	

Figure 9-7: Deposit GL Register (DGLR) Screen

You can run the Deposit GL Register as often as you need to include the correct GL posting records. Use any error screens Colleague displays to identify, resolve, and correct any deposit transactions that contain errors. Colleague does not allow you to create the deposit GL posting records until you have generated an error-free register. See "Resolving GL Posting Errors" on page 9-16 for more information.

#### **Defining Deposit Run-Time Parameters**

To generate the Deposit GL Register, you need to define the following run-time parameters:

- posting summary
- date range

Refer to "Creating the GL Posting Register" beginning on page 9-12 for detailed information about defining the fields listed above.

#### **Entering Deposit Selection Criteria**

You can limit the records included on the Deposit GL Register by using one or more of the selection options listed below.

**Saved List Name.** Use the Saved List Name field to enter the name of a pre-existing saved list of IDs from the AR.DEPOSIT.ITEMS file to limit the deposit GL posting records Colleague creates.

**Deposit Types.** Use the Deposit Types field to enter one or more individual deposit types for which you want to create deposit GL posting records.

If you leave this field blank, Colleague creates posting records for *all* deposit types.

You can use this field if you want to post certain deposit types using one posting summary method, and other deposit types using other posting summary methods. For example, you can create the GL posting records in detail for a selected deposit type first (such as enrollment deposits), and then create invoice GL posting records for other types of deposits (for example, room damage deposits) using the other posting summary methods.

**Persons Include/Exclude.** Use the Persons Included field to enter one or more individual account holders for whom you want to create deposit GL posting records. Use the Persons Excluded field to enter one or more individual account holders whom you want excluded from the GL posting process. You can either include or exclude persons, but you cannot do both.

## Creating the Deposit GL Posting Records (DGLP)

Use the Deposit GL Posting (DGLP) process to create the GL posting records. Colleague uses the criteria entered the last time you ran the register to determine which GL posting records to create.

Colleague does not allow you create the deposit GL posting records unless you have first generated an error-free Deposit GL register.

04/19/00 13:15 Status: Report Run	DEPOSIT GL POSTING Operator: Donna Stubin	Date:	DGLP 04/13/00
1 deposit	item will be posted to General Ledger		
1 OK to Proceed: _			

Figure 9-8: Deposit GL Posting (DGLP) Screen

Conce you have created the deposit GL posting records, you still need to run the Post GL Transactions (PGLT) process to post the GL posting records to the general ledger. Refer to the *General Ledger Reference* manual for information.

## **Procedure for Creating Deposit GL Posting Records**

Complete the steps listed below to create the deposit GL posting records.

Step	Action	Hints
1	Understand the process used to create deposit GL posting records.	See "Creating Deposit GL Posting Records" on page 9-29.
2	Verify that the deposits have been allocated.	"Allocating Deposits" on page 5-17
3	Access the Deposit GL Register (DGLR) screen.	
4	Define the following parameters:	
	<ul><li> posting summary method</li><li> beginning date (optional)</li><li> cutoff date</li></ul>	
5	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all deposit allocations. See "Entering Deposit Selection Criteria" on page 9-30.
6	Finish from the DGLR screen.	
7	Review the Deposit GL Register for accuracy.	
8	Review any error screens displayed.	
9	Resolve any errors identified.	See "Resolving GL Posting Errors" on page 9-16.
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.
11	Access the Deposit GL Posting (DGLP) screen.	
12	Enter Y at the "OK to Proceed" prompt.	
13	Finish from the DGLP screen.	Colleague creates the deposit GL posting records.

Table 9-11: Steps for Creating Deposit GL Posting Records

# **Creating Financial Aid GL Posting Records**

Colleague creates GL posting records only for Financial Aid which has actually been transmitted to AR accounts, so you may want to verify that the financial aid that you want passed to the general ledger has already been transmitted to student AR accounts prior to creating your financial aid GL posting records. See *Getting Started with the Student System* and "Posting Financial Aid Payments to Accounts Receivable" on page 4-57 for information about transmitting financial aid to the Accounts Receivable module.

### Generating the FA GL Register (FGLR)

To create financial aid GL posting records, you need to use the 2-step process described in "Creating the GL Posting Register" beginning on page 9-12. First, use the FA Transmittal GL Register (FGLR) process to list the GL posting records to be created for all financial aid transmittals.

04/19/00 13:15 Status: Report Run	FA TRANSMITTA Operator: Donna	L GL REGISTER Stubin	FGLR Date: 04/13/00
1 Posting Summarization	: <u>N</u> No Summary		
2 FA Transmittal Date	Begin :	End 04/19/00	
3 Saved List Name:			
4 Award Periods: 1:		2:	3:
5 Awards 1:		2:	3:
6 Person Incl: 1:		2:	3:
7 Person Excl: 1:		2:	3:
8 Additional Selection	Criteria: No		

Figure 9-9: FA Transmittal GL Register (FGLR) Screen

You can run the FA Transmittal GL Register as often as you need to include the correct GL posting records. Use any error screens Colleague displays to identify, resolve, and correct any financial aid transactions that contain errors. Colleague does not allow you to create the FA transmittal GL posting records until you have generated an error-free register. See "Resolving GL Posting Errors" on page 9-16 for more information.

#### **Defining FA Run-Time Parameters**

To generate the FA Transmittal GL Register, you need to define the following run-time parameters:

- posting summary
- date range

Refer to "Creating the GL Posting Register" beginning on page 9-12 for detailed information about defining the fields listed above.

#### **Entering FA Selection Criteria**

You can limit the records included on the FA Transmittal GL Register by using one or more of the selection options listed below.

**Saved List Name.** Use the Saved List Name field to enter the name of a pre-existing saved list of IDs from the FA.TRANSMITTALS file to limit the FA transmittal GL posting records Colleague creates.

**Award Periods.** Use the Award Periods field to enter one or more award periods for which you want to create FA Transmittal GL posting records. For example, you can use this field if you want to post financial aid only for the Fall award periods.

If you leave this field blank, Colleague creates posting records for *all* award periods.

**Awards.** Use the Awards field to enter one or more specific FA awards for which you want to create FA Transmittal GL posting records. For example, you can use this field if you want to post your PELL and/or SEOG awards in summary, and post other awards in detail.

If you leave this field blank, Colleague creates posting records for *all* types of awards.

**Persons Include/Exclude.** Use the Persons Included field to enter one or more individual account holders for whom you want to create FA Transmittal GL posting records. Use the Persons Excluded field to enter one or more individual account holders whom you want excluded from the GL posting process. You can either include or exclude persons, but you cannot do both.

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## Creating the FA GL Posting Records (FGLP)

Use the FA Transmittal GL Posting (FGLP) process to create the GL posting records. Colleague uses the criteria entered the last time you ran the register to determine which GL posting records to create.

Colleague does not allow you create the FA transmittal GL posting records unless you have first generated an error-free FA transmittal GL register.

04/19/00 13:15 Status: Report Run 0	FA TRANSMITTAL GL POSTING )perator: Donna Stubin	Date:	FGLP 04/13/00
1 transmitt	al will be posted to General Ledger		
1 OK to Proceed: _			

Figure 9-10: FA Transmittal GL Posting (FGLP) Screen

• Once you have created the FA transmittal GL posting records, you still need to run the Post GL Transactions (PGLT) process to post the GL posting records to the general ledger. Refer to the *General Ledger Reference* manual for information.

# Procedure for Creating Financial Aid Transmittal GL Posting Records

Complete the steps listed below to create the financial aid GL posting records.

Step	Action	Hints
1	Understand the process used to create financial aid GL posting records.	See "Creating Financial Aid GL Posting Records" on page 9-33.
2	Verify that the financial aid has been transmitted.	"Posting Financial Aid Payments to Accounts Receivable" on page 4-57
3	Access the FA Transmittal GL Register (FGLR) screen.	
4	Define the following parameters:	
	<ul><li> posting summary method</li><li> beginning date (optional)</li><li> cutoff date</li></ul>	
5	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all FA transmittals. See "Entering FA Selection Criteria" on page 9-34.
6	Finish from the FGLR screen.	
7	Review the FA Transmittal GL Register for accuracy.	
8	Review any error screens displayed.	
9	Resolve any errors identified.	See "Resolving GL Posting Errors" on page 9-16.
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.
11	Access the FA Transmittal GL Posting (DGLP) screen.	
12	Enter Y at the "OK to Proceed" prompt.	
13	Finish from the FGLP screen.	Colleague creates the FA transmittal GL posting records.

Table 9-12: Steps for Creating Financial Aid Transmittal GL Posting Records

# **Creating Cash Receipt GL Posting Records**

Colleague creates GL posting records only for cash receipt in sessions that have been reconciled, so you may want to verify that the sessions for the cash receipts that you want posted have already been reconciled prior to creating your cash receipt GL posting records. See "Managing Cash Receipt Sessions and Batches" on page 4-75 for information about reconciling your cash receipt sessions.

## Generating the Deposit GL Register (CGLR)

To create cash receipt GL posting records, you need to use the 2-step process described in "Creating the GL Posting Register" beginning on page 9-12. First, use the Cash Receipt GL Register (CGLR) to list the GL posting records to be created for all cash receipt transactions.

04/19/00 13:16 Status: Report Run Ope	CASH RECEIPT GL REGISTER rator: Jim Rizzo	Date:	CGLR 04/17/00
1 Posting Summary: <u>N</u> No Su 2 Cutoff Date: 04/19/0 3 * Posting Desc.:	nmary Ø		
4 Sessions Incl: 1: 5 Sessions Excl: 1:	2: 2:	3: 3:	
6 Additional Selection Cri	teria: No		

Figure 9-11: Cash Receipt GL Register (CGLR) Screen

You can run the Cash Receipt GL Register as often as you need to include the correct GL posting records. Use any error screens Colleague displays to identify, resolve, and correct any deposit transactions that contain errors. Colleague does not allow you to create the cash receipt GL posting records until you have generated an error-free register. See "Resolving GL Posting Errors" on page 9-16 for more information.

#### **Defining Cash Receipts Run-Time Parameters**

To generate the Cash Receipt GL Register, you need to define the following run-time parameters:

- posting summary method
- cutoff date
- optional posting description overrides (for "No Summary" posting only)

**Posting Summary.** Select one of the following posting summary methods for Colleague to use when creating the invoice GL posting records:

- no summary [N]- creates a single GL posting record for each cash receipt
- date [D] creates a single GL posting record for all cash receipts for each day
- session [S] creates a single GL posting record for each cash receipt session

See "Posting Summary Method" on page 9-13 for detailed information about how Colleague creates invoice GL posting records for each method.

**Cutoff Date.** Use the cutoff date to define the date range Colleague uses to select cash receipts included in this process. Colleague selects all cash receipts with a date less than or equal to the cutoff date you enter.

**Cash Receipts Posting Description Overrides.** If you are using the "detail" (no summary) posting method, you can enter a one-time override of the posting descriptions Colleague assigns to the cash receipt GL posting records. To override the detail posting descriptions defined for your institution, access the Posting Desc Parameter Override (PDPO) screen from the Posting Desc field of the CGLR screen and select another description for any of the following cash receipt transaction categories:

- AR Cash Receipts
- Non-AR Cash Receipts
- Cash Deposits
- Cash Receipt Reversals

CGLR ignores any overrides you enter for other transaction categories on PDPO, and only processes overrides for the cash receipt transactions listed above. Overriding the posting descriptions on PDPO does not modify the default descriptions, which are defined on the Posting Desc Maintenance (PDSP) screen. Refer to *Getting Started with the Student System* for information about the PDSP screen.

When you enter GL posting description overrides with CGLR, Colleague refreshes the posting descriptions with the defaults each time you access CGLR. If you need to run CGLR multiple times prior to running the Cash Receipt GL Posting (CGLP) process, you need to re- enter the override values each time.

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Figure 9-12: Cash Receipt GL Posting Description Overrides on PDPO

Refer to "Creating the GL Posting Register" beginning on page 9-12 for detailed information about defining the fields listed above.

#### **Entering Cash Receipts Selection Criteria**

You can limit the records included on the Cash Receipt GL Register by specifying the sessions you want included on the register. Or, you can specify any sessions that you want excluded from the register. You can either include or exclude sessions, but you cannot do both.

## Creating the Cash Receipt GL Posting Records (CGLP)

Use the Cash Receipt GL Posting (CGLP) process to create the GL posting records. Colleague uses the criteria entered the last time you ran the register to determine which GL posting records to create.

Colleague does not allow you to create the cash receipt GL posting records unless you have first generated an error-free cash receipt GL register.

04/19/00 13:16 Status: Report Run	CASH RECEIPT GL Operator: Jim Rizzo	POSTING	Date:	CGLP 04/17/00
1 cash	receipt will be posted	to General Ledger		
1 OK to Proceed: _				

Figure 9-13: Cash Receipt GL Posting (CGLP) Screen

• Once you have created the cash receipt GL posting records, you still need to run the Post GL Transactions (PGLT) process to post the GL posting records to the general ledger. Refer to the *General Ledger Reference* manual for information.

## **Procedure for Creating Cash Receipt GL Posting Records**

Complete the steps listed below to create the cash receipt GL posting records.

Step	Action	Hints
1	Understand the process used to create cash receipt GL posting records.	See "Creating Cash Receipt GL Posting Records" on page 9-37.
2	When posting in detail, you should have already defined the posting descriptions that you want assigned to the cash receipt GL posting records.	See Getting Started with the Student System.
3	<ul> <li>Verify that the following items have been completed:</li> <li>any cash receipt transactions that you want posted to the general ledger have already been posted to the subsidiary ledger</li> <li>any cash receipt sessions that you want posted to the general ledger have been reconciled</li> </ul>	Refer to the "Payments" part of this manual for information.
4	Access the Cash Receipt GL Register (CGLR) screen.	
5	Define the following parameters: • posting summary method • cutoff date	
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. See "Defining Cash Receipts Run-Time Parameters" on page 9-38 for information
7	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all cash receipt transactions. See "Entering Cash Receipts Selection Criteria" on page 9-39.
8	Finish from the CGLR screen.	
9	Review the Cash Receipt GL Register for accuracy.	
10	Review any error screens displayed.	
11	Resolve any errors identified.	See "Resolving GL Posting Errors" on page 9-16.

Table 9-13: Steps for Creating Cash Receipt GL Posting Records

Step	Action	Hints
12	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.
13	Access the Cash Receipt GL Posting (CGLP) screen.	
14	Enter Y at the "OK to Proceed" prompt.	
15	Finish from the CGLP screen.	Colleague creates the cash receipt GL posting records.

Table 9-13: Steps for Creating Cash Receipt GL Posting Records

## **Creating Receipt Session GL Posting Records**

Colleague creates GL posting records only for those cash receipts session adjustments (overages/shortages) in sessions that have been reconciled, so you may want to verify that the sessions for which you want to post adjustments have already been reconciled prior to creating your receipt session GL posting records. See "Managing Cash Receipt Sessions and Batches" on page 4-75 for information about reconciling your cash receipt sessions.

### Generating the Receipt Session GL Register (SGLR)

To create receipt session adjustment GL posting records, you need to use the 2-step process described in "Creating the GL Posting Register" beginning on page 9-12. First, use the Receipt Session GL Register (SGLR) to list the GL posting records to be created for all receipt session adjustments.

04/19/00 13:16 Ri Status: Report Run Oper	ECEIPT SESSION GL REGI rator: Donna Stubin	STER SGLR Date: 04/13/00
1 Cutoff Date: <u>0</u> 4/19/00		
2 Sessions Incl: 1: 987 3 Sessions Excl: 1:	2: 2:	- 3: 3:
4 Additional Selection Cri	teria: No	

Figure 9-14: Receipt Session GL Register (SGLR) Screen

#### **Defining Cash Receipt Adjustments Run-Time Parameters**

To generate the Receipt Session GL Register, you need to define the cutoff date. Colleague selects only those session adjustment transactions that occur on or before the date you enter. Colleague defaults this date to the current date, but you can enter another.

#### **Entering Cash Receipt Adjustments Selection Criteria**

You can limit the records included on the Receipt Sessions GL Register by specifying the sessions you want included on the register. Or, you can specify any sessions that you want excluded from the register. You can either include or exclude sessions, but you cannot do both.

You can run the register as often as you need to include the correct GL posting records. Use any error screens Colleague displays to identify, resolve, and correct any receipt session adjustment transactions that contain errors. Colleague does not allow you to create the receipt session GL posting records until you have generated an error-free register. See "Resolving GL Posting Errors" on page 9-16 for more information.

### Creating the Receipt Sessions GL Posting Records (SGLP)

Use the Receipt Sessions GL Posting (SGLP) process to create the GL posting records. Colleague uses the criteria entered the last time you ran the register to determine which GL posting records to create.

Colleague does not allow you create the receipt session GL posting records unless you have first generated an error-free receipt session GL register.

04/19/00 13:16 Status: Report Run	RECEIPT SESSION GL POSTING Operator: Donna Stubin	Date:	SGLP 04/13/00
1 receipt	session will be posted to General Ledg	er	
1 OK to Proceed: _			

Figure 9-15: Receipt Sessions GL Posting (SGLP) Screen

## **Creating Receipt Session Adjustment GL Posting Records**

Complete the steps listed below to create the cash receipt adjustment GL posting records.

Step	Action	Hints
1	Understand the process used to create cash receipt session adjustment GL posting records.	See "Creating Receipt Session GL Posting Records" on page 9-43.
2	Verify that the following items have been completed:	Refer to the "Payments" part of
	• any cash receipt sessions for which you want to post adjustments to the general ledger have been reconciled	this manual for information.
3	Access the Receipt Session GL Register (SGLR) screen.	
4	Define the cutoff date.	
5	Enter any optional selection criteria.	If you do not enter any selection criteria, Colleague creates GL posting records for all receipt session adjustments. See "Entering Cash Receipt Adjustments Selection Criteria" on page 9-44.
6	Finish from the SGLR screen.	
7	Review the Receipt Session GL Register for accuracy.	
8	Review any error screens displayed.	
9	Resolve any errors identified.	See "Resolving GL Posting Errors" on page 9-16.
10	Repeat step 3 through step 9 as needed to produce an error-free Receipt Session GL Register.	Colleague does not allow you to create the receipt session adjustment GL posting records until all errors have been resolved.
11	Access the Receipt Session GL Posting (SGLP) screen.	
12	Enter Y at the "OK to Proceed" prompt.	
13	Finish from the SGLP screen.	Colleague creates the receipt session adjustment GL posting records.

Table 9-14: Steps for Creating Receipt Session Adjustment GL Posting Records

# **Reconciling Accounts Receivable to the General Ledger** 9-47

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes the steps you need to take to verify that your Accounts Receivable subsidiary ledgers are in balance with the corresponding control accounts in your general ledger. This chapter includes information on how to use the reports provided by Colleague to help identify and resolve any discrepancies that may cause the ledgers to be out of balance.

This chapter does not address how to reconcile your deposit subsidiary ledgers to your general ledger control accounts. See "Reconciling Deposit Accounts to the General Ledger" on page 9-79 for information on reconciling deposit accounts.

## **Before You Begin**

Before you begin to reconcile your subsidiary ledgers to your general ledger, you should have already completed the steps outlined in the "AR Pre-Reconciliation Worksheet" on page 9-48.

## **AR Pre-Reconciliation Worksheet**

Verify that the steps listed below have been completed prior to making any attempts to reconcile your AR subsidiary ledgers to your general ledger.

Step	Description	Mnemonic	Reference	Completed?
1	Reconcile any outstanding miscellaneous invoice batches.	INVB	"Entering Miscellaneous Charges & Credits for a Group" on page 2-71	
2	Reconcile any outstanding cash receipt sessions and batches (if any).	SEMA CRSC CRBC	"Managing Cash Receipt Sessions and Batches" on page 4-75	
3	Create the GL posting records for the subsidiary ledger(s) and time period you want to reconcile.	IGLP DGLR/DGLP FGLR/FGLP CGLR/CGLP SGLR/SGLP	"Creating GL Posting Records" on page 9-1	
4	Post the GL posting records to the Colleague Financials module.	PGLT	General Ledger Reference manual	

Table 9-15: AR Pre-Reconciliation Worksheet

## **Understanding the AR Reconciliation Process**

As Colleague is an integrated system, the balances in your general ledger control accounts are generated from the transactions that occur in your Accounts Receivable and Cash Receipts modules. Ideally, the balance of your subsidiary ledger should always match the balance of the corresponding control account in the general ledger.

However, there are certain conditions which can cause the accounts to become out of balance. These conditions may include (but are not limited to):

- journal entries or vouchers made directly to a control account in the general ledger which are not reflected in the corresponding subsidiary ledger
- transactions in your subsidiary ledger which have not been posted to the general ledger
- transactions in your subsidiary ledger which have been posted more than once to the general ledger
- transactions in your subsidiary ledger which have not been posted to the general ledger because they occur outside of the date range used to create the GL posting records
- transactions in your subsidiary ledger which have been posted to the general ledger and occur within a closed fiscal time period, for example, within a closed fiscal year

If your subsidiary ledger is in balance with your control account in the general ledger, no further action is necessary. However, if your accounts do not balance, Colleague provides you with reports to help you identify and resolve the types of discrepancies listed above.

### **Reconciliation Steps at a Glance**

This section outlines, at a high-level, the steps you can take to determine if your accounts are in balance with each other, and includes additional steps you can take if they are not. See the "Reference" column of table 9-16 for where to find detailed information about each step.

Datatel recommends that you use the steps outlined below to reconcile one subsidiary ledger at a time.

Step	Description	Mnemonics	Reference
1	Complete the steps outlined in the AR Pre-Reconciliation Worksheet		"AR Pre-Reconciliation Worksheet" on page 9-48
2	Generate the trial balance reports for your subsidiary ledgers for the selected time period.	ARTB	"Generating AR Trial Balance Reports" on page 9-52
3	Generate the trial balance reports for your general ledger for the selected time period in Colleague's Financial System.	GLTB	"Generating General Ledger Trial Balance Reports" on page 9-52
4	Verify that the beginning balances on the ARTB and GLTB reports equal the ending balances from the previous period's reconciliation.		"Verifying Beginning Account Balances" on page 9-53
5	<ul> <li>Prepare an AR reconciliation worksheet.</li> <li>If the accounts are in balance, no further action is necessary.</li> <li>If the accounts are <i>not</i> in balance, continue with the steps outlined below.</li> </ul>		"Preparing an AR Reconciliation Worksheet" on page 9-56
6	<ul> <li>Generate the AR/CR Posting Exceptions reports.</li> <li>Record the amounts of any NAR, UBS, UNP, and DBP transactions on your reconciliation worksheet.</li> <li>Resolve any exceptions identified.</li> </ul>	ARPX	"Using the AR/CR Posting Exception Report" on page 9-60

Table 9-16: AR Reconciliation	Steps	at a	Glance
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Step	Description	Mnemonics	Reference
7	Create and post any additional GL posting records as needed for any exceptions you resolve.	IGLP DGLR/DGLP FGLR/FGLP CGLR/CGLP SGLR/SGLP PGLT	"Creating GL Posting Records" on page 9-1 and the <i>General Ledger</i> <i>Reference</i> manual
8	<ul> <li>Regenerate the trial balance reports for the affected accounts.</li> <li>If the accounts are now in balance, no further action needs to be taken.</li> <li>If the accounts are <i>not</i> in balance, continue with the steps outlined below.</li> </ul>	ARTB GLTB	"Generating AR Trial Balance Reports" on page 9-52 and "Generating General Ledger Trial Balance Reports" on page 9-52
9	Generate the AR/CR Posting Analysis report, and resolve any discrepancies identified.	ARPN	"Using the AR/CR Posting Analysis Report" on page 9-75
10	Create and post any additional GL posting records as needed for any discrepancies you resolve.	IGLP DGLR/DGLP FGLR/FGLP CGLR/CGLP SGLR/SGLP PGLT	"Creating GL Posting Records" on page 9-1 and the <i>General Ledger</i> <i>Reference</i> manual
11	<ul> <li>Regenerate the trial balance reports for the affected accounts.</li> <li>If the accounts are now in balance, no further action needs to be taken.</li> <li>If the accounts are <i>not</i> in balance, contact your System Administrator for additional assistance.</li> </ul>	ARTB GLTB	"Generating AR Trial Balance Reports" on page 9-52 and "Generating General Ledger Trial Balance Reports" on page 9-52

 Table 9-16: AR Reconciliation Steps at a Glance

## **Generating AR Trial Balance Reports**

Use the Accounts Receivable Trial Balance (ARTB) report to obtain the balance for each subsidiary ledger or AR type that you want to reconcile. You can generate the AR Trial Balance to show either detailed or summary information for each subsidiary ledger. Whether you include detailed information or generate the report using one of the summary modes, the ending balance for an AR type will always be the same.

When you initially generate the AR trial balance report, Datatel suggests that you use the "Summary by Type" mode and include zero balance accounts. This will provide the ending balance for each AR type selected, which you can then compare to the corresponding control account in your general ledger.

If your ledgers are not in balance, you can subsequently generate the AR trial balance in varying levels of detail to help you identify and resolve discrepancies between the subsidiary ledger and the general ledger. Even if your accounts are in balance, you may want to generate a copy of the AR Trial Balance using the "Summary by Account" mode to keep for your records.

See "Generating the AR Trial Balance Report" on page 9-93 for detailed information about AR Trial Balance report.

## **Generating General Ledger Trial Balance Reports**

Use the General Ledger Trial Balance (GLTB) report to obtain the balance for each GL control account that you want to reconcile. You can generate the General Ledger Trial Balance to show either detailed or summary information for each GL account. Whether you include detailed information or generate the report in summary, the ending balance for a GL account will always be the same.

When you initially generate the GL trial balance report, Datatel suggests that you use the "Summary" mode. This will provide the ending balance for each GL account selected, which you can then compare to the corresponding subsidiary ledger.

If your ledgers are not in balance, you can subsequently generate the GL trial balance in detail to help identify and resolve discrepancies between the subsidiary ledger and the general ledger.

Refer to the *General Ledger Reference* manual for information about generating the General Ledger Trial Balance.

If you have multiple AR types assigned to one GL control account, you may need to add the totals for these AR types together to compare to the GL control account total.

## **Verifying Beginning Account Balances**

Before attempting to reconcile your accounts for the current reconciliation period, verify that each AR type's beginning balance for the current reconciliation period is equal to the ending balance for that AR type from the previous reconciliation period (assuming that you kept a paper copy of the ARTB report on file from your previous reconciliation period)..

If these balances are not the same, you may not be able to reconcile your accounts for the current reconciliation period. Similarly, if the beginning and ending balances in your general ledger control accounts are not the same, you may not be able to reconcile.

For example, if the ending balance for your Student Receivable AR type as of March 31st was \$10,000, and the beginning balance as of April 1st is \$10,105, you need to determine why there is a \$105.00 difference. If you do not resolve the difference, your current reconciliation will be out of balance by \$105.00.

If your beginning and ending balances for an AR type do not match, it is often due to transactions that were posted to a prior closed period. In the example above, you may have reconciled for the month of March, but neglected to post an invoice batch from March 31st which amounted to \$105.00. Subsequently, when you created the invoice GL posting records for April, you also posted the invoice batch from March 31st, affecting the prior reconciliation period.

From 03/01/2000 to 03/31/2000						
AR Type 	Description	GL Acct Number	Balance Forward	Charges	Credits	Balance
STAR	Student Account Receivabl	10-0000-13001-01	10,000.00	0.00	0.00	10,000.00
	AR Totals:		10,000.00	0.00	0.00	10,000.00



Figure 9-16: Verifying AR Account Balances

### **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	Action	Hints
1	<ul> <li>Generate ARTB report for the current reconciliation period.</li> <li>Use the "Summary by Type" detail level to list totals by account type.</li> </ul>	See "Generating the AR Trial Balance Report" on page 9-93.
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.	
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]" on page 9-71 for information about using this report.
4	Note any amounts that were posted to a prior closed month.	
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.	
6	When you identify the out-of-balance period, generate the ARTB in detail for that period.	
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.	
8	Research the cause of any difference(s) identified, and make any necessary corrections.	
9	Regenerate the ARTB as needed to verify that the account balances now match.	

**Table 9-17:** Steps for Resolving AR Account Balance Difference

## **Resolving GL Account Balance Differences**

If your beginning GL account balance differs from the beginning balance on the ARTB report, follow the steps listed below to identify and resolve any discrepancies.

Step	Action	Hints
1	Generate GLTB report in summary for the current reconciliation period.	See the General Ledger Reference manual.
2	Compare the beginning balance for a GL account on the GLTB report to the corresponding beginning balance on the ARTB report.	
3	If the balances do not match, run the Non-AR Posting Transactions for the current reconciliation period to identify any transactions that were posted directly to your GL account(s) without having been recorded in the corresponding subsidiary ledger.	See "Non-AR Posting Transactions [NAR]" on page 9-61 for information about using this report.
4	Research the cause of any Non-AR posting transactions identified, and make any necessary corrections.	
5	If the balances still do not match, run the Non-AR Posting Transactions from the beginning of your fiscal year to identify any transactions that were posted directly to your GL account(s) without having been recorded in the corresponding subsidiary ledger.	See "Non-AR Posting Transactions [NAR]" on page 9-61 for information about using this report.
6	Research the cause of any Non-AR posting transactions identified, and make any necessary corrections.	
7	Regenerate the GLTB as needed to verify that the account balances now match.	

Table 9-18: Steps for Resolving GL Account Balance Differences

## **Preparing an AR Reconciliation Worksheet**

After you have generated your trial balance reports, and verified that the beginning balances are correct, you may want to prepare a reconciliation worksheet similar to the one shown below to record your account totals and the amounts of any posting exceptions that may cause your accounts to be out of balance.

### **Recording Ending Account Balances**

Record the ending account balances from both your GL Trial Balance and AR Trial Balance reports (see figure 9-17 on page 9-57) on your reconciliation worksheet. If the amounts match, no further action is necessary.

AR Type: Student Receivables	S (STAR)	
GL Account Number: 10-00	000-13001-01	
Ending GL Account Balance	ce as of <u>4 / 30 / 00</u>	22,910.00
	NAR Transactions Amount	
	UBS Transactions Amount	
	UNP Transactions Amount	
	DBP Transactions Amount	
Adjusted GL Account Bala	nce	
Ending AR Account Balance	ce as of <u>4 / 30 / 00</u>	23,065.00
	Amount Difference	155.00

**Table 9-19:** AR Reconciliation Worksheet (Accounts Not in Balance)

Accounts Receivable Trial Balance - Summary by AR Type From 04/01/2000 to 04/30/2000						
AR Type 	Description	GL Acct Number	Balance Forward	Charges	Credits	Balance
STAR	Student Account Receivabl	10-0000-13001-01	10,105.00	16,635.00	3,675.00	23,065.00
	AR Totals:		10,105.00	16,635.00	3,675.00	23,065.00

#### **Accounts Not in Balance**

University of Datatel General Ledger Summary Trial Balance Monthly Summary for Period Ending 04/30/2000					
Fiscal Year: 2000			FUND: 10 -	Unrestricted	
GL Account	04/01/00 Open Balance	Monthly Debits	Monthly Credits	Closing Balance	
10-0000-13001-01 Accounts Receivable (Students) : General	10,105.00	16,480.00	3,675.00	22,910.00	
Totals for FUND: 10 - Unrestricted	10,105.00	16,480.00	3,675.00	22,910.00	
Based on the accounts selected in GL Account Definition for F	'iscal Year 2000, t	he Ledger is not	in balance.	22,910.00	

Figure 9-17: Trial Balance Report Totals (Accounts Not in Balance)

### **Recording Posting Exception Amounts**

If the ending balances do not match, generate the AR/CR Posting Exceptions reports and record the amounts of any NAR, UBS, UNP, and DBP transactions on the reconciliation worksheet as shown below.

See "Using the AR/CR Posting Exception Report" beginning on page 9-60 for detailed information about the types of posting exceptions that may cause your accounts to be out of balance.

AR Type: Student Receivable	es (STAR)	
GL Account Number: 10-0	0000-13001-01	
Ending GL Account Balan	ce as of <u>4 / 30 / 00</u>	22,910.00
	NAR Transactions Amount	-105.00
	UBS Transactions Amount	+460.00
	UNP Transactions Amount	+75.00
	DBP Transactions Amount	-275.00
Adjusted GL Account Balance		23,065.00
Ending AR Account Balan	ce as of <u>4 / 30 / 00</u>	23,065.00
	Amount Difference	0.00

**Table 9-20:** AR Reconciliation Worksheet (Accounts in Balance)

## **Regenerating Trial Balance Reports**

After you identify and record the amounts of any posting exceptions on your reconciliation worksheet, take the necessary actions to resolve those exceptions. Then, regenerate your trial balance reports to verify that your accounts are now in balance as shown in figure 9-18.



#### Accounts in Balance

University of Datatel General Ledger Summary Trial Balance Honthly Summary for Period Ending 04/30/2000					
iscal Year: 2000			FUND: 10 - Unrestricted		
3L Ac count	04/01/00 Open Balance	Monthly Debits	Monthly Credits	Closing Balance	
0-0000-13001-01 Accounts Receivable (Students) : General	10,105.00	16,910.00	3,950.00	23,065.00	
Totals for FUND: 10 - Unrestricted	10,105.00	16,910.00	3,950.00	23,065.00	

Figure 9-18: Trial Balance Report Totals (Accounts In-Balance)

If you have made any correcting journal entries to resolve any discrepancies, your GL debits and credits may not match your AR charges and credits, however, your accounts are still in balance if the ending balances match.

# Using the AR/CR Posting Exception Report

If the totals for an AR type from the AR Trial Balance report do not match the corresponding GL control account total from the General Ledger Trial Balance report, you can use the AR-CR Posting Exceptions report to help you determine the cause of your out-of-balance condition.

The AR-CR Posting Exceptions report consists of six individual reports. The following reports can be of assistance in resolving deposit imbalances:

- NAR Non-AR Posting Transactions
- UBS Unreconciled Batches/Sessions
- UNP Unposted Transactions
- **DBP** Double-Posted Transactions
- **TOR** Trans out of Range
- **PMP** Prior Month Posted

This section describes how to use each individual exception report to identify and resolve imbalances. If you process large numbers of posting records, you may want to run these reports one at a time.

Datatel also recommends that you initially generate these reports in the order in which they are presented in this chapter for each AR type that is not in balance. After using these reports, your institution may decide to generate these reports in an order that reflects your individual reconciliation processes. For detailed descriptions about each report, see "Generating Reconciliation Reports" on page 9-91.
# Non-AR Posting Transactions [NAR]

				AR-CR Posting Excepti Non-AR Generated From 04/01/00 to 0	ons Report Entries 4/30/00		
AR Type	GL Account Number	Trans Date	Src	GL Reference No	Description	Debit Amount	Credi: Amount
STAR	10-0000-13001-01	04/05/00	JE	J000372	Adjustment 3/31	105.00	0.0
					Totals for AR Type STAR	105.00	0.0
					Grand Totals	105.00	0.0

Figure 9-19: Non-AR Posting Transactions [NAR] Report

### What are NAR Transactions?

NAR transactions are any transactions within the specified date range that are posted directly to a GL control account, but are not recorded in the subsidiary ledger, for example, journal entries. Colleague uses the transaction source to exclude valid transactions, as outlined in table 9-21; all other transaction sources are reported.

Transaction Source	Description
IV	invoices
DP	deposit allocations
FA	financial aid transmittals
CR	cash receipts
РЈ	purchase journals (for AR refund vouchers)
PR	payroll deductions (posted to AR by Payroll)

 
 Table 9-21: Transaction Sources Not Included in Non-AR Posting Transactions

#### Why NAR Transactions Occur

Occasionally, transactions that are not generated from the Accounts Receivable or Cash Receipts modules may get posted to control accounts in the general ledger. Typically, these types of transactions may include vouchers or journal entries which were accidentally posted to the wrong GL account number.

Some journal entries may be legitimate entries used to correct past imbalances, for example, when you need to adjust a prior closed month. However, if a journal entry was accidentally posted to an AR or CR control account in the general ledger, it may not balance to the corresponding subsidiary ledger in the AR or CR modules unless you identify and resolve the error.

#### How NAR Transactions Affect Reconciliation

NAR transactions will over- or under-state the amount of a GL control account. Because these transactions are not reflected in your subsidiary ledger, your accounts may not balance (unless the NAR transaction was a legitimate correcting entry).

#### How to Generate the NAR Report

If you cannot reconcile your accounts, run the NAR report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the NAR report for April 1st through April 30th.

You may have an occasional need to run this report from the beginning of your fiscal year to identify NAR transactions that may have been posted to prior closed periods.

#### What to do About NAR Transactions

Use the NAR report to identify and research any Non-AR transactions posted to control accounts in your general ledger, and record the total on the AR Reconciliation Worksheet. Determine if the Non-AR transactions are valid entries. If the entries were made in error, create the correcting journal entries to resolve the imbalance, and post them to the general ledger using the Post GL Transactions (PGLT) process.

If you have created the necessary posting records and your accounts still do not balance, verify that the PGLT process has actually been run.

## **Unreconciled Batches/Sessions [UBS]**

				AR-CR Posting Exception Unreconciled Batches and From 04/01/00 to 04/	s Report Sessions 30/00		
AR Type	GL Account Number	Trans Date	Src	Source Reference No	Description	Debit Amount	Credi Amour
STAR	10-0000-13001-01	04/15/00	īv		AR Invoices Batch	460.00	0.0
					Totals for AR Type STAR	460.00	0.0
					Grand Totals	460.00	0.(

Figure 9-20: Unreconciled Batches/Sessions [UBS] Report

### What are UBS Transactions?

UBS transactions are unreconciled invoice batches or cash receipt sessions within the specified date range that have not been posted to the general ledger. Colleague examines the status of each invoice batch and cash receipt session, and considers any that are open or closed to be unreconciled.

### Why UBS Transactions Occur

When you create an invoice batch, you must first reconcile the batch before you can post it to the general ledger. Similarly, when you record cash receipts, you must first reconcile the cash receipt session before posting them to the general ledger. Colleague cannot create GL posting records for any transactions contained in batches or sessions until they have been reconciled.

#### How UBS Transactions Affect Reconciliation

UBS transactions will cause the amount of the corresponding GL control account to be over- or under-stated. Because these transactions are reflected in your subsidiary ledger, but not in your GL control accounts, your accounts may not balance.

#### How to Generate the UBS Report

If you cannot reconcile your accounts, run the UBS report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the NAR report for April 1st through April 30th.

If you generate the UBS report for the current reconciliation period, and your accounts still do not balance, you may want broaden the date range to list all unposted invoice batches and cash receipt sessions since the beginning of your fiscal year.

#### What to do About UBS Transactions

Use the UBS report to identify and research any invoice batches or cash receipt sessions that have not been posted to your general ledger, and record the total on the AR Reconciliation Worksheet. First, reconcile the batches and/or sessions listed. Then create the posting records in the AR and CR modules (see "Creating GL Posting Records" on page 9-1), and post them to the general ledger using the the Post GL Transactions (PGLT) process.

R	If you have created the necessary posting records and your accounts still do not
	balance, verify that the PGLT process has actually been run.

### **Unposted Transactions [UNP]**

				AR-CR Posting Exceptions Repo Unposted Transactions From 04/01/00 to 04/30/00	ort		
AR Type	GL Account Number	Trans Date	Src	Source Reference No	Description	Debit Amount	Credit Amount
STAR	10-0000-13001-01	04/22/00	IV	ID:1080465 Inv#:000010450	Parking Fee	75.00	0.00
					Totals for AR Type STAR	75.00	0.0
					Grand Totals	75.00	0.0

Figure 9-21: Unposted Transactions [UNP] Report

#### What are UNP Transactions?

UNP transactions are any transactions within the specified date range that have not been posted to the general ledger. Colleague considers any transaction that has not been assigned a GL posting reference number to be unposted.

#### Why UNP Transactions Occur

Typically, unposted transactions occur when one or more steps in the posting process are overlooked. The most common examples include:

- not creating GL posting records for transactions for one or more days
- generating the GL posting register, but not running the update process to actually create the GL posting records (for example, running CGLR but not running CGLP)
- creating the GL posting records but not actually posting them to the general ledger using the Post GL Transactions (PGLT) process
- for invoice transactions only, not correcting errors identified when the GL posting records were created

Invoice and cash receipt transactions that have not been posted because they are contained in unreconciled batches or sessions are reported on the Unreconciled Batches/Sessions [UBS] report.

#### How UNP Transactions Affect Reconciliation

UNP transactions will cause the amount of the corresponding GL control account to be over- or under-stated. Because these transactions are reflected in your subsidiary ledger, but not in your GL control accounts, your accounts may not balance.

#### How to Generate the UNP Report

If you cannot reconcile your accounts, run the UNP report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the NAR report for April 1st through April 30th.

#### What to do About UNP Transactions

Use the UNP report to identify and research any transactions that have not been posted to your general ledger, and record the total on the AR Reconciliation Worksheet. Common ways to resolve UNP transactions include:

- create and post the GL posting records for any overlooked days
- reconcile any open or closed batches or sessions, and create and post the GL posting records
- if only the GL posting register was produced, run the update process to actually create GL posting records
- if you created the GL posting records but did not post them to the general ledger, run the Post GL Transactions (PGLT) process
- correct any invoice posting errors, and create and post the GL posting records

If you generate the UNP report for the current reconciliation period, and your accounts still do not balance, you may want broaden the date range to list all unposted transactions since the beginning of your fiscal year.

### **Double-Posted Transactions [DBP]**

				AR-CR Posting Excepti Double Posted Tran From 04/01/00 to 0	ons Report sactions 14/30/00		
AR Type	GL Account Number	Trans Date	Src	GL Reference No	Description	Debit Amount	Credi: Amoun
???	10-0000-13001-01	05/30/00 05/30/00	IV IV	I000010482 I000010482	Bookstore Bookstore Bookstore	275.00 275.00 275.00	0.0
					Totals for AR Type ???	550.00	0.0
					Grand Totals	550.00	0.0

Figure 9-22: Double-Posted Transactions [DPP] Report

#### What are DBP Transactions?

DBP transactions are any invoice transactions within the specified date range that have been posted *twice* to the general ledger.

#### Why DBP Transactions Occur

On rare occasion, when an invoice transaction is first posted to the general ledger, the GL reference number field (INV.GL.REFERENCE.NOS) on the GL posting record is not populated. Because Colleague looks to post transactions that do not contain GL posting reference numbers, these transactions are subsequently posted again the next time you create GL posting records.

These types of transactions may occur if the posting process is interrupted (for example, due to a power outage).

#### How DBP Transactions Affect Reconciliation

DBP transactions will cause the amount of the corresponding GL control account to be over- or under-stated. Because these transactions are counted twice in your general ledger, but only once in your subsidiary ledger, your accounts may not balance.

#### How to Generate the DBP Report

If you cannot reconcile your accounts, run the DBP report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the NAR report for April 1st through April 30th.

If you generate the DBP report for the current reconciliation period, and your accounts still do not balance, you may want broaden the date range to list all unposted transactions since the beginning of your fiscal year.

#### What to do About DBP Transactions

Use the DBP report to identify and research any transactions that have been posted twice to control accounts in your general ledger, and record the total on the AR Reconciliation Worksheet. Create the correcting journal entries to reverse the *first* GL posting entry, and post them to the general ledger using the the Post GL Transactions (PGLT) process.

R	If you have created the necessary posting records and your accounts still do not
	balance, verify that the PGLT process has actually been run.

## **Transactions Out of Range [TOR]**

				Before 04/01/00 and After 0	4/30/00		
AR Type	GL Account Number	Trans Date	Src	Source Reference No	Description	Debit Amount	Credit Amount
STAR	10-0000-13001-01	03/31/00	IV	ID: 1080466 Inv#:000010494	Parking Fines	35.00	0.00
		03/31/00	IV	ID: 1080465 Inv#:000010495	Parking Fines Derking Fines	35.00	0.00
		03/31/00	10	ID. 1080464 INV#. 0000 10496	Farking Fines		
					Totals for AR Type STAR	105.00	0.00
					Grand Totals	105 00	0.00

Figure 9-23: Transactions Out of Range [TOR] Report

### What are TOR Transactions?

TOR transactions are any transactions that occur outside of the date range defined by your institution using the start and cutoff dates along with the Out of Range Days field on the ARPX screen, and that have not been posted to the general ledger.

#### Why TOR Transactions Occur

When you create certain types of transactions in Colleague, it's possible to create a transaction in the past or future. For example, you can create an invoice with a past date, or a future date.

TOR transactions tend to occur if you usually specify a start date when creating the GL posting records. For example, if you create GL posting records on a daily basis, and usually enter the same date for both the start and cutoff dates, you may miss creating posting records for any transactions with a prior date. If you normally create GL posting records without entering a start date (meaning you post all unposted transactions up to the cutoff date), you may not see any TOR transactions reported.

#### How TOR Transactions Affect Reconciliation

TOR transactions will cause the amount of the corresponding GL control account to be over- or under-stated for the period you are reconciling. If Colleague posts a back- or future-dated transaction to the general ledger which occurs outside of the date range you are reconciling (for example, the current month), the transaction will not be reflected in the AR Trial Balance or GL Trial Balance reports for that reconciliation period.

#### How to Generate the TOR Report

If you cannot reconcile your accounts, run the TOR report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the TOR report for April 1st through April 30th.

You can specify the number of days before and after the reconciliation period which define transactions that may be considered out-of-range. In the example above, if you want to identify any transactions that occurred outside the month of April that have not been posted to the general ledger, specify 0 (zero) as your out-of-range days. Colleague considers any transactions that occur before April 1st and after April 30th to be out-of-range.

#### What to do About TOR Transactions

Use the TOR report to identify and research any transactions that are out of range for your reconciliation period. First, determine if a TOR transaction is a valid entry. If the transaction date is wrong, contact your System Administrator for help with editing the transaction date. Then create the GL posting records in the AR and CR modules (see (see "Creating GL Posting Records" on page 9-1), and post them to the general ledger using the the Post GL Transactions (PGLT) process.

If you have created the necessary GL posting records and your accounts still do not balance, verify that PGLT process has actually been run.

If the transaction date is valid, you may want to let it post to the general ledger.

Creating GL posting records for out-of-range transactions may result in them being posted to a prior closed fiscal period, or to a future unopened fiscal period.

### Prior Month Posted [PMP]

		Tra	AR-CR Posting Except ansactions Posted to Pr From 04/01/00 to 1	ions Report ior Closed Month 04/30/00		
AR Type	GL Account Number	System Date Src GI	L Reference No	Description	Debit Amount	Credi Amoun
STAR	10-0000-13001-01	05/31/00 IV I000	010494	Parking Fines	35.00	0.00
		05/31/00 IV I000	0010495	Parking Fines	35.00	0.00
		05/31/00 IV I000	0010496	Parking Fines	35.00	0.00
				Totals for AR Type STAR	105.00	105.00
				Grand Totals	105.00	105.00

Figure 9-24: Prior Month Posted [PMP] Report

#### What are PMP Transactions?

PMP transactions are any transactions that were posted to a prior closed fiscal period, for example, to a prior closed month.

#### Why PMP Transactions Occur

When you create certain types of transactions in Colleague, it's possible to create a transaction in the past, such as an invoice with a past date. Even if you create a transaction in the past, Colleague still attempts to post it to the general ledger

#### How PMP Transactions Affect Reconciliation

PMP transactions will not have a direct affect on your current reconciliation period, however, they may affect the beginning balance of your subsidiary ledger. For example, if you have previously made a correcting journal entry to account for an unposted transaction, you may now need to reverse the correcting journal entry once the transaction is actually posted.

#### How to Generate the PMP Report

If you cannot reconcile your accounts, run the PMP report from the end of your last reconciliation period to the end of your current reconciliation period. For example, if you reconcile on a monthly basis and last reconciled on March 31st, run the PMP report for April 1st through April 30th.

Datatel recommends that you run the PMP report once for each reconciliation period. If you process large number of posting records, you may want to run the PMP report in phantom mode.

You may want to run the PMP report before reconciling the current period if the beginning balance for an AR type does not match the ending balance from the previous reconciliation period. See "Verifying Beginning Account Balances" on page 9-53 for more information.

### What to do About PMP Transactions

Determine if the PMP transactions are valid entries. If the entries were made in error, create and post correcting journal entries to resolve the imbalance.

Some PMP transactions may have been reconciled in a prior month. For example, you may have created and posted a journal entry in a prior month to account for a transaction that did not get posted. However, if the transaction is subsequently posted to that prior closed month, you may need to create and post a correcting journal entry to reverse the previous correcting journal entry.

# Procedure for Using the AR-CR Posting Exception Report

Step	Action	Hints
1	<b>Determine if your accounts are in balance.</b> 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" on page 9-56. See "Generating the AR-CR Posting Exceptions Report" on page 9-108 for detailed information about each report.
2	Use the AR-CR Posting Exceptions (ARPX) screen to generate the following exception reports:NAR - Non-AR Posting TransactionsUBS - Unreconciled Batches/SessionsUNP - Unposted TransactionsRecord 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.
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.
4	Create and post any additional GL posting records or journal entries as necessary to correct any posting exceptions.	See "Creating GL Posting Records" on page 9-1 and the <i>General Ledger Reference</i> manual.
5	Regenerate the AR and GL Trial Balance reports.	See "Generating AR Trial Balance Reports" and "Generating General Ledger Trial Balance Reports" on page 9-52.
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.	

 Table 9-22: Steps for Using the AR-CR Posting Exception Report

Step	Action	Hints
7	Use the AR-CR Posting Exceptions (ARPX) screen to generate the following reports:	
	<b>DBP</b> - Double-Posted Transactions	
	TOR - Transactions out of Range	
	Record the amounts of any DBP posting exceptions on your reconciliation worksheet.	
8	Repeat step 3 through step 6 for any exceptions identified on the DBP and TOR reports (if any).	Refer to the sections in this chapter about each report for information on how to correct each type of exception.
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" on page 9-53.
10	<b>Determine if your accounts are in balance.</b> 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" on page 9-75.

 Table 9-22: Steps for Using the AR-CR Posting Exception Report

# Using the AR/CR Posting Analysis Report

If you have identified and resolved any AR-CR posting exceptions, and your accounts still do not balance, you can use the AR/CR Posting Analysis report report to help you determine the cause of your out-of-balance condition. See "Generating the AR/CR Posting Analysis Report" on page 9-127 for detailed information on generating this report.

You can generate the posting analysis report as either a summary or detail report. The summary report compares the debit and/or credit amounts recorded in the subsidiary ledger for each day to the debit and credit amounts posted to the corresponding GL control account, and reports the differences (if any). The detail report compares the debit and/or credit amounts recorded in the subsidiary ledger for each individual transaction to the debit or credit amounts posted to the corresponding GL control account.

Transactions that net to zero in the AR subsidiary ledger do not get posted to the general ledger and, therefore, are not included on the posting analysis report.

Use the AR/CR Posting Analysis Report as follows to help you reconcile your accounts:

- 1. Generate the posting analysis report in summary [S] mode to identify any differences between the amounts recorded in the subsidiary ledger(s) to the amounts posted to the corresponding GL control account(s).
- 2. Generate the posting analysis report in detail [D] mode to obtain additional information for any differences identified on the summary report.

### Using the Posting Analysis Summary Report

If your accounts do not balance, first generate the posting analysis summary report using the criteria listed below to identify the accounts that are out of balance:

- Start and Cutoff dates define the current reconciliation period
- Summary/Detail Level select "Summary"
- Normal Posting Method define the method used to post transactions for most AR types to the general ledger (see "Defining the Normal Posting Method" on page 9-131 for more information about defining this field)
- Selection Criteria (AR types, source/transaction types, account holder) leave blank

This produces a report comparing the recorded and posted amounts for all AR types, all source/transaction types, and all account holders.

		[-From AR Subsidi:	POSTIN( G AR : ary Ledger-] [-	GANALYSIS - Summ From 04/01/2 eneral Ledger Acc Types(s): STAR St Posted to Gener	hary by General 2000 to 04/30/20 count : 10-0000- cudent Account F :al Ledger-] [	Ledger Account 00 13001-01 Leceivables Differend	ces]	
Date	Type	Net Debits	Net Credits	Debits	Credits	Debits	Credits	
								Out-of-Balance
04/01/00	IV	15,525.00	0.00	15,525.00	0.00	0.00	0.00	
04/11/00	IV	125.00	0.00	125.00	0.00	0.00	0.00	
04/15/00	IV	460.00	0.00	0.00	0.00	460.00	0.00	
04/20/00	IV	275.00	0.00	550.00	0.00	-275.00	0.00 -	
04/22/00	IV	225.00	0.00	150.00	0.00	75.00	0.00 -	
04/28/00	IV	25.00	0.00	25.00	0.00	0.00	0.00	
Type Tot:	al	16,635.00	0.00	16,375.00	0.00	260.00	0.00	
04/01/00	CR	0.00	3,675.00	0.00	3,675.00	0.00	0.00	
Type Tot:	al	0.00	3,675.00	0.00	3,675.00	0.00	0.00	
GL Acct 1	Total	16,635.00	3,675.00	16,375.00	3,675.00	260.00	0.00	

Figure 9-25: AR/CR Posting Analysis Summary Report

Review the amounts printed in the differences columns as follows:

- If the amount in the debits column equals the amount in the credit column, the account is typically in balance.
- If the amount in the debits column does *not* equal the amount in the credit column, the account is not in balance.

### Using the Posting Analysis Detail Report

If you have identified accounts that are not in balance using the posting analysis summary report, generate the posting analysis detail report using the criteria listed below to identify the individual transactions that are out of balance:

- Start And Cutoff dates define the specific date or date range for which the accounts do not balance
- Summary/Detail Level select "Detail"
- Normal Posting Method not used for the detail report
- AR types specify the AR type(s) which are not in balance
- Source/Transaction types specify the source or type of transactions which are not in balance
- Account Holder if you have identified specific account holders whose transactions are not in balance, enter the account holders' name or ID

This produces a report comparing the recorded and posted amounts for each transaction on the specified dates using the selection criteria entered.

			AR Type(s): STAR Student A	ccount Receivables			
Date Tran	ns No	Туре	Acct ID Transaction Description	[-From AR Subsidi: Debits	ary Ledger-] Credits	[Posted to Genera Debits	l Ledger-] Credits
04/01/00 0000	D10437	IV	1080466 Spring Charges	15,525.00	0.00	15,525.00	0.00
Daily Total				15,525.00	0.00	15,525.00	0.00
04/11/00 0000	010448	IV	1080465 Bookstore Invoice	125.00	0.00	125.00	0.00
Daily Total				125.00	0.00	125.00	0.00
04/15/00 0000	010499	IV	1080464 Bookstore Charges	230.00	0.00	0.00	0.00
04/15/00 0000 04/15/00 0000	D10498 D10497	IV IV	1080465 Bookstore Charges 1080466 Bookstore Charges	145.00 85.00	0.00 0.00	0.00 0.00	0.00
Daily Total				460.00	0.00	0.00	0.00
04/20/00 0000	010482	IV	1080465 Bookstore	275.00	0.00	550.00	0.00
Daily Total				275.00	0.00	550.00	0.00
04/22/00 0000	010447	IV	1080466 Parking Fee	75.00	0.00	75.00	0.00
04/22/00 0000 04/22/00 0000	D10451 D10450	IV IV	1080464 Parking Fee 1080465 Parking Fee	75.00 75.00	0.00 0.00	75.00 0.00	0.00
Daily Total				225.00	0.00	150.00	0.00
04/28/00 0000	010449	IV	1080464 Miscellaneous Charges	25.00	0.00	25.00	0.00
Daily Total				25.00	0.00	25.00	0.00
Type Total				16,635.00	0.00	16,375.00	0.00

Figure 9-26: AR/CR Posting Analysis Detail Report

Compare the amounts for each transaction and identify any that are not in balance (the detail report does not print the difference amounts). Determine cause of any imbalanced transaction(s), and take the appropriate action to resolve it.

# **Reconciling Deposit Accounts to the General Ledger**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes the steps you need to take to verify that your deposit subsidiary ledgers are in balance with the corresponding control accounts in your general ledger. This chapter includes basic information on how to identify and resolve discrepancies that may exist between the ledgers.

This chapter does not address how to reconcile your Accounts Receivable subsidiary ledgers to your general ledger control accounts. See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for information on reconciling AR subsidiary ledgers.

# **Before You Begin**

Before you begin to reconcile your deposit subsidiary ledgers to your general ledger, you should have already completed the steps outlined in the "Deposit Pre-Reconciliation Worksheet" on page 9-80.

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# **Deposit Pre-Reconciliation Worksheet**

Verify that the steps listed below have been completed prior to making any attempts to reconcile your deposit subsidiary ledgers to your general ledger.

Step	Description	Mnemonic	Reference	Completed?
1	Reconcile any outstanding cash receipt sessions and batches (if any).	SEMA CRSC CRBC	"Managing Cash Receipt Sessions and Batches" on page 4-75	
2	Verify that your deposits have been allocated.		"Allocating Deposits" on page 5-17	
3	Create the GL posting records for the deposit subsidiary ledger(s) and time period you want to reconcile.	CGLR/CGLP DGLR/DGLP	"Creating GL Posting Records" on page 9-1	
4	Post the GL posting records to the Colleague Financials module.	PGLT	<i>General Ledger Reference</i> manual	

 Table 9-23: Deposit Pre-Reconciliation Worksheet

# **Understanding the Deposit Reconciliation Process**

As Colleague is an integrated system, the balances in your general ledger control accounts are generated from the transactions that occur in your Accounts Receivable and Cash Receipts modules. Ideally, the balance of your deposit subsidiary ledger should always match the balance of the corresponding control account in the general ledger.

However, there are certain conditions which can cause the accounts to become out of balance. These conditions may include (but are not limited to):

- journal entries or vouchers made directly to a control account in the general ledger which are not reflected in the corresponding deposit subsidiary ledger
- transactions in your deposit subsidiary ledger which have not been posted to the general ledger
- transactions in your deposit subsidiary ledger which have not been posted to the general ledger because they occur outside of the date range used to create the GL posting records
- transactions in your deposit subsidiary ledger which have been posted to the general ledger and occur within a closed fiscal time period, for example, within a closed fiscal year

If your deposit subsidiary ledger is in balance with your control account in the general ledger, no further action is necessary. However, if your accounts do not balance, you need to research and resolve any of the conditions listed above that may cause your accounts to be out of balance.

### **Reconciliation Steps at a Glance**

This section outlines, at a high-level, the steps you can take to determine if your accounts are in balance with each other, and includes additional steps you can take if they are not. See the "Reference" column of table 9-24 for where to find detailed information about each step.

Datatel recommends that you use the steps outlined below to reconcile one deposit subsidiary ledger at a time.

Step	Description	Mnemonics	Reference
1	Complete the steps outlined in the Deposit Pre-Reconciliation Worksheet		"Deposit Pre-Reconciliation Worksheet" on page 9-80
2	Generate the trial balance reports for your deposit subsidiary ledgers for the selected time period.	DPTB	"Generating Deposit Trial Balance Reports" on page 9-84
3	Generate the trial balance reports for your general ledger for the selected time period in the Colleague Financials module.	GLTB	"Generating the General Ledger Trial Balance (GLTB)" on page 9-85
4	Verify that the beginning balances on the DPTB and GLTB reports equal the ending balances from the previous period's reconciliation.		"Verifying Beginning Deposit Account Balances" on page 9-86
5	Compare the total for the deposit subsidiary ledger (deposit type) listed on the Deposit Trial Balance report to the total for corresponding GL control account on the General Ledger Trial Balance report.		"Comparing Trial Balance Report Totals" on page 9-89
6	If the accounts are in balance, no further action is necessary.		
7	If the accounts are <i>not</i> in balance, continue with the steps outlined below.		
8	Generate the List GL Activity report for your general ledger for the selected time period in the Colleague Financials module.	LGLA	"Generating the List GL Activity (LGLA) Report" on page 9-85
9	Research and resolve any transactions listed on the LGLA report that do not originate from the AR module.		

Table 9-24:	Deposit	Reconciliation	Steps-at-a-	Glance
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Step	Description	Mnemonics	Reference
10	Enter any adjusting journal entries needed to correct the deposit GL control account.		<i>General Ledger Reference</i> manual
11	Create and post any additional GL posting records as needed for any correcting journal entries.		General Ledger Reference manual
12	Regenerate the trial balance reports for the affected accounts.	DPTB GLTB	"Generating Deposit Trial Balance Reports" on page 9-84 and "Generating General Ledger Reports" on page 9-85
13	If the accounts are now in balance, no further action needs to be taken.		
14	If the accounts are <i>not</i> in balance, continue with the steps outlined below.		
15	Regenerate the trial balance reports in detail for the affected accounts.	DPTB GLTB	"Generating Deposit Trial Balance Reports" on page 9-84 and "Generating General Ledger Reports" on page 9-85
16	Compare the total for the deposit subsidiary ledger (deposit type) listed on the Deposit Trial Balance report <i>for</i> <i>each day</i> to the total for corresponding GL control account on the General Ledger Trial Balance report <i>for each</i> <i>day</i> .		
17	Enter any adjusting journal entries needed to correct the deposit GL control account.		General Ledger Reference manual
18	Create and post any additional GL posting records as needed for any correcting journal entries.		General Ledger Reference manual
19	Repeat step 15 through step 18 as needed to resolve any discrepancies.		
20	If the accounts are now in balance, no further action needs to be taken.		
21	If the accounts are <i>not</i> in balance, contact your System Administrator for additional assistance.		

 Table 9-24: Deposit Reconciliation Steps-at-a-Glance (Continued)

# **Generating Deposit Trial Balance Reports**

Use the Deposit Trial Balance (DPTB) report to obtain the balance for each deposit subsidiary ledger or deposit type that you want to reconcile. You can generate the Deposit Trial Balance to show either detailed or summary information for each deposit subsidiary ledger. Whether you include detailed information or generate the report using one of the summary modes, the ending balance for an deposit type will always be the same.

When you initially generate the deposit trial balance report, Datatel suggests that you use the "Summary by Type" mode. This will provide the ending balance for each deposit type selected, which you can then compare to the corresponding control account in your general ledger.

If you have multiple deposit types assigned to one GL control account, you may need to add the totals for these deposit types together to compare to the GL control account total.

If your ledgers are not in balance, you can subsequently generate the deposit trial balance in varying levels of detail to help you identify and resolve discrepancies between the deposit subsidiary ledger and the general ledger. Even if your accounts are in balance, you may want to generate a copy of the Deposit Trial Balance using the "Summary by Account" mode to keep for your records.

See "Generating the Deposit Trial Balance Report" on page 9-101 for detailed information about Deposit Trial Balance report.

# **Generating General Ledger Reports**

Use the General Ledger reports described in this section to help you identify and resolve any imbalances between your deposit types and your GL control accounts.

### **Generating the General Ledger Trial Balance (GLTB)**

Use the General Ledger Trial Balance (GLTB) report to obtain the balance for each GL control account that you want to reconcile. You can generate the General Ledger Trial Balance to show either detailed or summary information for each GL account. Whether you include detailed information or generate the report in summary, the ending balance for a GL account will always be the same.

When you initially generate the GL trial balance report, Datatel suggests that you use the "Summary" mode and include zero balance accounts. This will provide the ending balance for each GL account selected, which you can then compare to the corresponding deposit subsidiary ledger.

If your ledgers are not in balance, you can subsequently generate the GL trial balance in detail to help identify and resolve discrepancies between the deposit subsidiary ledger and the general ledger.

Refer to the *General Ledger Reference* manual for information about generating the General Ledger Trial Balance.

### Generating the List GL Activity (LGLA) Report

Use the List GL Activity (LGLA) report to help identify any transactions that were posted to a deposit GL control account which did originate in the AR module. You can generate this report for all source codes *other than* for Cash Receipts (CR) and Deposit Allocations (DP), which are valid source types for deposit GL control accounts.

Any transactions with source codes other than CR or DP reported on the LGLA report may be potential errors. However, they may also be legitimate correcting journal entries.

# **Verifying Beginning Deposit Account Balances**

Before attempting to reconcile your accounts for the current reconciliation period, verify that each deposit type's beginning balance for the current reconciliation period is equal to the ending balance for that deposit type from the previous reconciliation period (assuming that you kept a paper copy of the DPTB report on file from your previous reconciliation period).

If these balances are not the same, you may not be able to reconcile your accounts for the current reconciliation period. Similarly, if the beginning and ending balances in your general ledger control accounts are not the same, you may not be able to reconcile your deposit accounts.

For example, if the ending balance for your enrollment deposits as of April 30th was \$100,000, and the beginning balance as of May 1st is \$110,000, you need to determine why there is a \$10,000 difference. If you do not resolve the difference, your current reconciliation will be out of balance by \$10,000.

If your beginning and ending balances for a deposit type do not match, it is often due to transactions that were posted to a prior closed period. In the example above, you may have reconciled for the month of April, but neglected to post a cash receipt session from April 20th which amounted to \$10,000 in deposits. Subsequently, when you created the cash receipt GL posting records for May, you also posted the cash receipt session from April 20th, affecting the prior reconciliation period.



Figure 9-27: Verifying Deposit Account Balances

### **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	Action	Hints
1	<ul> <li>Generate DPTB report for the current reconciliation period.</li> <li>Use the "Summary by Type" detail level to list totals by account type.</li> </ul>	For example, if you are out of balance for the month of April, generate the DPTB for the month of March.
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.
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.	
4	When you identify the out-of-balance period, generate the DPTB in detail for that period.	
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.	
6	Research the cause of any difference(s) identified, and make any necessary corrections to your deposit account(s).	
7	Regenerate the DPTB as needed to verify that the account balances now match.	

Table 9-25: Steps for Resolving Account Balance Differences

### **Resolving GL Account Balance Differences**

If your beginning GL account balance differs from the beginning balance on the ARTB report, follow the steps listed below to identify and resolve any discrepancies.

Step	Action	Hints
1	Generate GLTB report in summary for the current reconciliation period.	See the <i>General Ledger</i> <i>Reference</i> manual.
2	Compare the beginning balance for a GL account on the GLTB report to the corresponding beginning balance on the DPTB report.	
3	If the balances do not match, run the Non-AR Posting Transactions for the current reconciliation period to identify any transactions that were posted directly to your GL account(s) without having been recorded in the corresponding subsidiary ledger.	See "Non-AR Posting Transactions [NAR]" on page 9-61 for information about using this report.
4	Research the cause of any Non-AR posting transactions identified, and make any necessary corrections.	
5	If the balances still do not match, run the Non-AR Posting Transactions from the beginning of your fiscal year to identify any transactions that were posted directly to your GL account(s) without having been recorded in the corresponding subsidiary ledger.	See "Non-AR Posting Transactions [NAR]" on page 9-61 for information about using this report.
6	Research the cause of any Non-AR posting transactions identified, and make any necessary corrections.	
7	Regenerate the GLTB as needed to verify that the account balances now match.	

Table 9-26: Steps for Resolving GL Account Balance Differences

# **Comparing Trial Balance Report Totals**

Once you have completed the steps outlined in the "Deposit Pre-Reconciliation Worksheet" on page 9-80, and generated the trial balance reports, compare the total for each account (deposit type) that you want to reconcile from the Deposit Trial Balance report to the corresponding GL control account total from the General Ledger Trial Balance report, as shown in figure 9-28 below.

	DEPOSIT TRI. From 03/01/00 t	AL BALANCE 50 03/31/00				
scription GL A	ccount Number	Balance Forward	Deposits	Allocatio and Refun	ns Ns I	Balance
ition Deposits 10-0	000-25001-01	0.00	1,500.00	0.	0 1	,500.00
Total:		0.00	1,500.00	0.	00 1	,500.00 🔫
	Accounts	in Balance				
	Accounts	in Balance	D at at e l al Balance			
	Unive General Monthly Sur	in Balance ersity of Ledger Summary Tri mmary for Period Br	Datate 1 al Balance ding 03/31/20	00		
Fiscal Year: 2000	Unive General Monthly Sur	in Balance	Datatel al Balance ding 03/31/20	00	FUND: 10	- Unrestricted
Fiscal Year: 2000 GL Account	Accounts Unive General Monthly Sur	in Balance ersity of Ledger Summary Tri mmary for Period Ru 03/01 Open Bala	Datate J al Balance ding 03/31/20 /00 P nce	00 onthly Debits	FUND: 10 Monthly Credits	- Unrestricted Closing Balance
Fiscal Year: 2000 GL Account 	Unive General Nonthly Sur ching : General sits : General	in Balance	Datate J al Balance ding 03/31/20 /00 P nce 	00 onthly Debits 	FUND: 10 Monthly Credits 0.00 1,500.00	- Unrestricted Closing Balance 1,500.00 1,500.00

Figure 9-28: Comparing Trial Balance Report Totals

If the totals match, no further action is necessary. If the totals do not match, refer to the other sections in this chapter for help with identifying and resolving any discrepancies.

# **Generating Reconciliation Reports**

Using Accounts Receivable & Cash Receipts

# In This Chapter

This chapter describes how to understand and generate the various reports produced by Colleague's Accounts Receivable (AR) and Cash Receipts (CR) modules which can be used in reconciling your subsidiary ledgers to your general ledger. Refer to table 9-27 below for where to find information in this chapter about the various types of reports used for reconciliation.

See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for detailed information about how to use these reports in reconciling your subsidiary ledgers to the general ledger.

For Information About	See
generating a trial balance for subsidiary ledgers or individual AR accounts	"Generating the AR Trial Balance Report" on page 9-93
generating a trial balance for deposit types or individual deposit accounts	"Generating the Deposit Trial Balance Report" on page 9-101
generating a report identifying exception conditions that may cause your ledgers to be out of balance	"Generating the AR-CR Posting Exceptions Report" on page 9-108
generating a detailed report comparing the balance of your subsidiary ledger to the general ledger	"Generating the AR/CR Posting Analysis Report" on page 9-127

Table 9-27: Where to Find Information About Generating Trial Balance Reports

Refer to the *General Ledger Reference* manual for information about generating the general ledger trial balance reports.

# **Before You Begin**

Before you generate your reports, you should verify that the items listed in table 9-28 have been completed as needed by your institution.

Step	Reference
verify that all invoice batches have been reconciled	"Entering Miscellaneous Charges & Credits for a Group" on page 2-71
verify that all cash receipt sessions and batches have been reconciled	"Managing Cash Receipt Sessions and Batches" on page 4-75

Table 9-28: Steps to Take Before Generating Trial Balance Reports

# **Generating the AR Trial Balance Report**

This section has been moved to the Colleague AR Reports User Guide

# **Generating the Deposit Trial Balance Report**

The Deposit Trial Balance report reflects the deposit activity (deposits, deposit allocations, and deposit refunds) for a deposit type and/or account holder(s) for a specified period of time. You can use this report to obtain the following types of information for one or more deposit types, or for one or more individual account holders:

- balance forward
- deposits
- deposit allocations and refunds
- ending balance

Use the Deposit Trial Balance (DPTB) screen to generate this report in one of four different formats, depending upon the detail level you define. You can limit the deposit types and account holders included on the report by using the parameters and selection criteria on the DPTB screen.

05/18/00 08:47	DEPOSI	IT TRIAL BALANCE	DPTB
1 Start Date 2 Cutoff Date	.: <u>0</u> 5/01/00 .: 05/30/00	3 Print Zero Balance: Yes 4 Detail Level: DI Detail	. by Item
5 Saved List Name:			
6 Deposit Types:	1: TUIDP Tuiti 2: 3: 4: 5:	ion Deposits	
7 Account Holders:	1: 2: 3: 4: 5:		
8 Additional Select	ion Criteria: H	No	

Figure 9-34: Deposit Trial Balance (DPTB) Screen

### **Defining the DPTB Date Range**

You limit the deposit transactions reflected on the Deposit Trial Balance by entering the start and cutoff dates. Colleague uses the start date you enter to calculate the balance forward amount. Transactions that occur prior to the start date are reflected in the balance forward amount. Transactions that occur on or after the start date are reflected in the deposits, allocations, and refunds. The start date you enter cannot be greater than the cutoff date you enter.

Colleague uses the cutoff date you enter to limit the deposit transactions included on the report. Transactions that occur on or before the cutoff date are reflected in the deposits, allocations, and refunds. The cutoff date you enter cannot be less than the start date you enter.

Colleague also uses the cutoff date to determine which account holders have zero balances, as explained below.

### **Including Zero Balance Accounts on the DPTB**

You can choose whether or not to print accounts that have zero balances as of the cutoff date you enter. Accounts with balances that do not equal zero, whether or not they had any activity during the specified date range, are always included on the Deposit Trial Balance. Accounts with zero balances that had no activity during the specified date range are never included on the DPTB, whether you include zero balance accounts or not.

Generating the Deposit Trial Balance without including zero balance accounts might affect the beginning balance, total deposits, allocations, and refunds reported for a deposit type. However, the ending balance will always be the same, with or without the zero balance accounts, and should always equal the corresponding GL control balance. Datatel recommends that you always include zero balance accounts when using the Deposit Trial Balance report for reconciliation purposes.

Use table 9-29 to determine whether to include zero balance accounts in your Deposit Trial Balance report.

lf	Then	Hints
you want to list only those account holders with outstanding balances	run DPTB <i>without including</i> zero balance accounts	Colleague prints only those accounts that had an ending balance not equal to zero as of the cutoff date.
		With or without the zero balance accounts, the deposit type ending balance should always equal the corresponding GL control account balance.
you want to compare the beginning balance, total deposits, and total allocations and refunds for a deposit type to the corresponding GL control account balances	run DPTB <i>including</i> zero balance accounts	Colleague prints all accounts that had any activity within the specified date range, including those accounts with zero ending balances as of the cutoff date. If you need your beginning balance, total deposits, and total allocations and refunds for a deposit type to balance to the amounts in your GL control accounts, you need to include the zero balance accounts.

Table 9-31: Criteria for Including Zero Balance Accounts on the Deposit Trial Balance

### **Defining the DPTB Level of Detail**

You can choose to generate this report using one of the following levels of detail:

- summary by type [ST]
- summary by account [SA]
- detail by transaction [DT]
- detail by item [DI]

Each of these options is explained in this section.

### Summary by Type [ST]

For each deposit type listed on the report, Colleague prints a single line as shown in

#### DEPOSIT TRIAL BALANCE From 05/01/00 to 05/17/00 Balance Deposit Allocations Type Description GL Account Number Forward Deposits and Refunds Balance ____ TUIDP Tuition Deposits 10-0000-25001-01 1,500.00 0.00 1,500.00 0.00 0.00 1,500.00 1,500.00 0.00 Deposits Total: ___ __ __ __ __

Figure 9-35: Deposit Trial Balance - Summary by Type

#### Summary by Account [SA]

For each account holder listed on the report, Colleague prints a single line, but does not print any supporting transactions as shown in figure 9-31.

	DEPOSIT TRI From 05/01/00 t Deposit Type General Ledger Acct	AL BALANCE o 05/17/00 : Tuition Deposi : 10-0000-25001-	ts 01	
Acct Holder Acct Holder Name	Balance Forward	Deposits	Allocations and Refunds	Balance
1080466 * Koehler, Nancy 1080465 * Olliges, Michael	500.00 500.00	0.00	500.00 500.00	0.00


# **Detail by Transaction [DT]**

For each account holder listed on the report, Colleague prints a line for each individual deposit, but does not print any supporting individual allocations and refunds as shown in figure 9-32.

		Fr. Deposi Genera	DEFOSII IRIAL F om 05/01/00 to 0 t Type I 1 Ledger Acct: 1	05/17/00 Cuition Deposits .0-0000-25001-0.	5		
Acct Holder/ Trans No	Trans Type	Acct Holder Name/ Transaction Description	Date	Bal <i>a</i> nce Forward	Deposits	Allocations and Refunds	Balanc
1080466 000202444	Receipt	Koehler, Nancy Tuition Deposits	03/15/00	500.00	0.00	500.00	0.0
		Account Total:		500.00	0.00	500.00	0.0
1080465 000202445	Receipt	Olliges, Michael Tuition Deposits	03/15/00	500.00	0.00	500.00	0.0
		Account Total:		500.00	0.00	500.00	0.0
1080464 000202446	Receipt	Stubin, Domna Tuition Deposits	03/15/00	500.00	0.00	500.00	0.0
		Account Total:		500.00	0.00	500.00	0.0
Deposit Type	Total:		-	1,500.00	0.00	1,500.00	0.0

Figure 9-37: Deposit Trial Balance - Detail by Transaction

#### Detail by Item [DI]

For each account holder listed on the report, Colleague prints a line for each individual deposit transaction as well as individual lines for each supporting allocation and refund as shown in figure 9-33:

		Fr Deposi Genera	om 05/01/00 to 0 t Type T l Ledger Acct: 1	5/30/00 uition Deposits 0-0000-25001-01			
Acct Holder/ Trans No	Trans Type	Acct Holder Name/ Transaction Description	Date	Balance Forward	Deposits	Allocations and Refunds	Balanc
1080466 000202444 000010437	Receipt Invoice	Koehler, Nancy Tuition Deposits Tuition Charges	03/15/00 05/17/00	500.00	0.00 0.00	0.00 500.00	500.0 0.0
		Deposit Total:		500.00	0.00	500.00	0.0
		Account Total:	-	500.00	0.00	500.00	0.0
1080465 000202445 000010438	Receipt Invoice	Olliges, Michael Tuition Deposits Tuition Charges	- 03/15/00 05/17/00	500.00	0.00	0.00 500.00	500.0 0.0
		Deposit Total:	-	500.00	0.00	500.00	0.0
		Account Total:	-	500.00	0.00	500.00	0.0
1080464 000202446 000010439	Receipt Invoice	Stubin, Donna Tuition Deposits Tuition Charges	03/15/00 05/17/00	500.00	0.00 0.00	0.00 500.00	500.0 0.0
		Deposit Total:	_	500.00	0.00	500.00	0.0
		Account Total:	-	500.00	0.00	500.00	0.0
Deposit Type	Total:			1,500.00	0.00	1,500.00	0.0

Figure 9-38: Deposit Trial Balance - Detail by Item

# **Entering DPTB Selection Criteria**

You limit the transactions reflected on the Deposit Trial Balance by using one or more of the fields described in this section.

#### Saved List Name

You can enter a pre-defined list of IDs from the AR.DEPOSIT.ACCTS file to limit the deposit transactions included on the DPTB. Colleague selects only those transactions for deposit holders identified in the saved list that also meet any additional criteria you enter on the DPTB screen.

#### **Deposit Types**

You can limit the deposit transactions included on the DPTB by specifying individual deposit types. Colleague selects deposit transactions for only those deposit types that also meet any additional criteria you enter on the DPTB screen.

#### **Account Holders**

You can limit the deposit transactions included on the DPTB by specifying individual deposit account holders. Colleague selects deposit transactions only for those account holders that also meet any additional criteria you enter on the DPTB screen.

# **Procedure for Generating the Deposit Trial Balance**

Complete the steps listed below to generate the Deposit Trial Balance.

See "Reconciling Deposit Accounts to the General Ledger" on page 9-79 for specific information on how to use the Deposit Trial Balance for reconciliation purposes.

Step	Action	Hints
1	Access the Deposit Trial Balance (DPTB) screen.	
2	<ul> <li>Define the report date range as follows:</li> <li>Start Date - selects records with original transaction dates on or after this date.</li> <li>Cutoff Date - selects records with original transaction dates on or before this date.</li> </ul>	The date range is usually defined as the period being reconciled.
3	Define whether to include zero balance accounts on the report.	See "Including Zero Balance Accounts on the DPTB" on page 9-102 for help with defining this field.
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.

 Table 9-32: Steps for Generating the Deposit Trial Balance

Step	Action	Hints
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	
6	Finish from the DPTB screen to generate the report.	

 Table 9-32: Steps for Generating the Deposit Trial Balance

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.

# **Generating the AR-CR Posting Exceptions Report**

The AR-CR Posting Exceptions report is a set of individual reports that list different types of posting exceptions that may cause your subsidiary ledger(s) to be out of balance with your general ledger.

Because the balances in your General Ledger control accounts are generated from the transactions that occur in your Accounts Receivable and Cash Receipts modules, ideally, your accounts should always be in balance. However, certain conditions can cause your accounts to become out of balance. These conditions may include (but are not limited to):

- journal entries or vouchers made directly to a control account in the general ledger which are not reflected in the corresponding subsidiary ledger
- transactions in your subsidiary ledger which have not been posted to the general ledger
- transactions in your subsidiary ledger which have been posted more than once to the general ledger
- transactions in your subsidiary ledger which have not been posted to the general ledger because they occur outside of the date range used to create the GL posting records
- transactions in your subsidiary ledger which have been posted to the general ledger and occur within a closed fiscal time period, for example, within a closed fiscal year

If your accounts balance, you will probably not need to use the AR-CR Posting Exceptions report. However, if your accounts do *not* balance, use the AR-CR Posting Exceptions (ARPX) screen shown in figure 9-39 to generate the following reports to help you identify and resolve most imbalance conditions:

- NAR Non-AR Posting Transactions
- UBS Unreconciled Batches/Sessions
- UNP Unposted Transactions
- **DBP** Double-Posted Transactions
- **TOR** Transactions out of Range
- **PMP** Prior Month Posted

Each of these reports is explained in detail in this section. See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for instructions on how to use these reports to reconcile your accounts.

04/28/00 11:42	AR-CR	POSTING EXCEPTIONS	ARPX
1 Start Date 2 Cutoff Date 3 Out of Range Days: 4 Reports to Generate:	04/01/00 04/30/00 30 1: NAR 2: UNP 3: UBS 4: DBP 5: TOR 6: PMP	0 9 Non-AR Posting Trans. Unposted Transactions Unreconciled Batches/Sess Double-Posted Trans. Trans out of Range Prior Month Posted	
5 Saved List Name: 6 AR Types 7 Source/Trans Types:	1: 01 2: 3: 1: IV In 2: 3:	Student Receivable nvoice	
8 Additional Selection	Criteria	a: No	

Figure 9-39: AR-CR Posting Exceptions (ARPX) Screen

# **Defining ARPX Run-Time Parameters**

When you generate any of the posting exception reports, you need to define the following criteria:

- date range
- out of range days (for TOR report only)
- reports to generate

Each of these items are explained in this section, as well as in the sections for individual reports as needed. You can optionally limit the records selected for each report as well. See "Entering ARPX Selection Criteria" on page 9-111 for information.

#### **Date Range**

When you run any of the posting exception reports, you usually define the date range (start and cutoff dates) for the period you are currently reconciling. For example, if you are reconciling the month of April, you would define your start and cutoff dates as April 1st and April 30th respectively. This would list any posting exceptions for the month of April.

On occasion, you may need to broaden the date range of an exception report to include exceptions from the beginning of your fiscal year. For example, if you have run the UNP (Unposted Transactions Report) for the current fiscal month and are still out of balance, you may want to run the report from the beginning of your fiscal year to ensure that all transactions have been posted to general ledger.

Both the start and end dates are required fields on the ARPX screen. The start date must be less than or equal to the cutoff date you enter. The cutoff date defaults to the current date, and must be later than the start date you enter. Both the start and cutoff dates you enter must occur within the same fiscal year.

# **Out of Range Days**

The Out of Range Days field is used only by the TOR (Transactions Out of Range) report. This field indicates the number of days to subtract from the specified start date to calculate the out-of-range start date, and the number of days to add to the specified cutoff date to calculate the out-of-range cutoff date. Colleague then selects any any transactions which occurred outside of the specified date range that have not been posted to the general ledger.

For example, you are reconciling the month of April, 2000 and have defined your start and cutoff dates on the TOR report as 4/1/00 and 4/30/00. If you define the out-of-range days as 365, Colleague identifies any transactions that occurred before April 1, 1999 (365 days prior to 4/1/00), and after April 30, 2001 (365 days after 4/30/00), and that have not been posted to the general ledger.

Your institution may want to generate the TOR report using 0 (zero) as the out-of-range days to identify any transactions which were not posted to the general ledger because they did not occur within the specified date range, for example, 4/1/00 through 4/30/00.

These types of posting exceptions tend to occur if you usually specify a start date when creating the GL posting records. For example, if you create GL posting records on a daily basis, and usually enter the same date for both the start and cutoff dates, you may miss creating posting records for any transactions with a prior date. If you normally create GL posting records without entering a start date (meaning you post all unposted transactions up to the cutoff date), you may not see any TOR transactions reported. The number of out-of-range days is generally determined by the way your institution conducts business and prepares reconciliations.

This field is required when generating the TOR report, and must be a positive number. Colleague ignores this field when generating all the other posting exception reports.

#### **Reports to Generate**

You can generate all of the posting exception reports together, or you can choose to generate the reports individually, or as needed by your institution. Depending on how your institution posts transactions to the general ledger, and conducts reconciliations, you may find that you do not need to generate all of the posting exception reports available. See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for detailed information about using each individual posting exception report to reconcile your accounts.

If your institution processes large numbers of GL posting records, you may want to generate the posting exception reports individually. Your institution might also want to consider generating these reports overnight.

The first time you use the ARPX screen to generate an exception report, the Reports to Generate field displays a complete list of available reports, which are stored in the AR.POSTING.EXCEPTIONS validation code table. From this field, you can unselect any reports that you do not want to generate. The next time you access the ARPX screen, Colleague displays the posting exception reports you last generated.

You can select additional reports from the validation code table to generate, or unselect reports you do not want to generate. If you unselect all reports from this field, Colleague automatically re-displays the complete list of available reports. This is a required field, as you must specify at least one report to run the ARPX process.

# **Entering ARPX Selection Criteria**

Depending on which posting exception report you generate, Colleague uses the selection criteria you enter in different ways. You can limit the records included on a posting exception report by entering one or more of the following:

- saved list name
- AR types
- source/transaction types

Each of these items are explained below. Refer to the sections for individual reports for additional information.

# Saved List Name

If you are generating an exception report which includes invoice transactions, you can limit the records selected by entering a pre-defined saved list of IDs from the AR.INVOICES file. Colleague selects only those invoice transactions that also meet any additional criteria you enter on the ARPX screen.

For example, if you believe that a select group of invoice transactions, such as from a specific campus, may be the cause of your accounts being out of balance, you can use this field to generate a posting exception report for just this group of records.

# You can only enter a saved list for the UNP, UBS, and TOR reports, which can select records from the AR.INVOICES file. The other posting exception reports select records from the general ledger files.

See "Source/Transaction Types" on page 9-112 for information on selecting transaction sources.

# **AR Types**

You can limit the records selected for the posting exception reports by specifying one or more AR types for which you want the report generated. If you do not limit AR types, Colleague selects records for all AR types. Datatel suggests that you generate the posting exception reports for only a limited number of AR types at one time to facilitate reconciling your accounts.

If you do not specify any AR types, and your institution has more than 100 AR types, you need to manually enter a subset of AR types in this field each time you generate a posting exception report.

For institutions that have a single AR type assigned to a single GL control account, limiting the AR types generates the posting exceptions for each individual AR type selected. However, if you have assigned multiple AR types to a single GL control account, Colleague lists and subtotals the posting exceptions for *all* AR types associated with a GL control account. If you generate any of the reports that select records from the general ledger files (NAR, DBP, or PMP) as opposed to selecting records from the AR files (UBS, UNP, and TOR), Colleague cannot determine which GL posting records belong to which AR types because the AR type is not stored on the GL posting record.

# **Source/Transaction Types**

You can limit the records selected by specifying the source of transactions for which you want to generate the posting exception reports. If you do not specify a source, Colleague selects records from all sources, depending on the report being generated as explained below.

**NAR Posting Exceptions.** Colleague ignores anything that you enter in this field, and includes GL records for all transactions except for those listed in table 9-33 on page 9-114.

Do not enter an AR type when generating the DBP report or exceptions (if any) are not reported.

**DBP and PMP Posting Exceptions.** Colleague selects only those GL records with a source (GLA.SOURCE) matching a source you enter in this field. If you do not specify a source, all types of transactions are reported.

**UNP, UBS, and TOR Posting Exceptions.** Depending on the source(s) specified in this field, Colleague selects records from the following files:

- IV selects records from the AR.INVOICES file
- DP selects records from the AR.DEPOSIT.ITEMS file
- FA selects records from the FA.TRANSMITTALS file
- CR selects records from the CASH.RCPTS file
- If you use a saved list of invoices, Colleague ignores it if invoice transactions are not included on the report(s). For example, if you specify the transaction source as only "DP" for deposits, Colleague does not use any saved list entered. If you are generating exception reports for all transaction sources, Colleague uses any saved list to select invoice transactions only.

# **Encountering Errors and Warnings**

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.

If you cancel from the ARPX screen before processing is completed, the next time the ARPX screen is accessed, the following message displays:

#### WARNING: XXX (user ID) still processing; started 05/23/00 at 10:15AM; press <enter>:

After <enter> is pressed, the following message displays:

#### Do you wish to continue anyway? (Y/N) :

Datatel recommends that you check with the user identified to determine if the exception report is actually being processed, or if the process was canceled. If the user canceled the process, enter  $\mathbf{Y}$  to generate the exception report. If the report is still being processed, enter  $\mathbf{N}$  and generate the report at another time. Generating the exception report by more than one user at a time might produce unpredictable results.

# Non-AR Posting Transactions [NAR]

The NAR report lists any transactions within the date range specified on the ARPX screen that are posted directly to a GL control account, but are not recorded in the subsidiary ledger. For example, NAR exceptions may include journal entries that were accidentally posted to the wrong GL account number. Not all NAR posting transactions are errors; some may be valid correcting journal entries to correct past imbalances. Colleague uses the transaction source to exclude transactions with valid AR sources as outlined in table 9-33; transactions from all other sources are reported on the NAR report.

Valid AR Transaction Source	Description
IV	invoices
DP	deposit allocations
FA	financial aid transmittals
CR	cash receipts
РЈ	purchase journals (for AR refund vouchers only)
PR	payroll deductions (those posted to AR by Payroll)

**Table 9-33:** Valid AR Transaction SourcesNot Included in Non-AR Posting Transactions

				Non-AR Generated E From 04/01/00 to 04	ntries /30/00		
AR Type	GL Account Number	Tr <i>a</i> ns Date	Src	GL Reference No	Description	Debit Amount	Credi: Amoun
STAR	10-0000-13001-01	04/05/00	JE	J000372	Adjustment 3/31	105.00	0.0
					Totals for AR Type STAR	105.00	0.0
					Grand Totals	105.00	0.0

Figure 9-40: NAR (Non-AR Transactions) Report

# Procedure for Generating the NAR Report

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<ul> <li>Define the report date range as follows:</li> <li>Start Date - selects records that were posted to the GL with original transaction dates on or after this date.</li> <li>Cutoff Date - selects records that were posted to the GL with original transaction dates on or before this date.</li> </ul>	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.
3	Select NAR in the Reports to Generate field. Unselect any reports you do not want to generate.	Colleague initially re-displays the report(s) selected the last time you used the ARPX screen.
4	<ul> <li>Optionally, select any AR type(s) for which you want to generate the NAR report.</li> <li>Unselect any AR types for which you do not want to generate the NAR report.</li> <li>If you do not specify any AR types, Colleague produces this report for all AR types.</li> </ul>	Colleague initially re-displays the AR type(s) selected the last time you used the ARPX screen.
5	Finish from the ARPX screen to produce the NAR report.	If there are no NAR posting exceptions for the specified date range or AR type, the report is printed with the message "No Exceptions Found."

Complete the steps listed below to generate the NAR report.

 Table 9-34: Steps for Generating the NAR Report

# **Unreconciled Batches/Sessions [UBS]**

The UBS report lists any invoice batches, or cash receipt sessions or batches within the specified date range which have not been reconciled. Colleague examines the status of each invoice batch and cash receipt session or batch, and considers any that are open or closed to be unreconciled and, therefore, unposted to the general ledger.

If a cash receipt session listed on the UBS report contains deposits, the session total does not include these deposits since deposits do not affect AR accounts.

			Unreconciled Batches an From 04/01/00 to 04	d Sessions /30/00		
AR Type	GL Account Number	Trans Date	Src Source Reference No	Description	Debit Amount	Credi: Amoun:
STAR	10-0000-13001-01	04/15/00	IV	AR Invoices Batch	460.00	0.0
				Totals for AR Type STAR	460.00	0.0
				Grand Totals	460.00	0.0

Figure 9-41: UBS (Unreconciled Batches/Sessions) Report

# **Procedure for Generating the UBS Report**

Complete the steps listed below to generate the UBS report.

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<ul> <li>Define the report date range as follows:</li> <li>Start Date - selects unreconciled batches and sessions with dates on or after the start date entered.</li> <li>Cutoff Date - selects unreconciled batches and sessions with dates on or before the cutoff date entered.</li> </ul>	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.
3	Select UBS in the Reports to Generate field. Unselect any reports you do not want to generate.	Colleague initially re-displays the report(s) selected the last time you used the ARPX screen.

Table 9-35: Steps for Generating the UBS Report

Step	Action	Hints	
4	If you are generating the UBS report for invoice batches, you can enter an optional saved list of invoices to limit the records selected for this report.	Colleague ignores anything you enter in this field if you are not generating the UBS report for invoice transactions.	
_		See step 6 for information.	
5	Optionally, select any AR type(s) for which you want to generate the UBS report.	Colleague initially re-displays the AR type(s) selected the last	
	Unselect any AR types for which you do not want to generate the UBS report.	time you used the ARPX screen.	
	• If you do not specify any AR types, Colleague produces this report for all AR types.		
6	Optionally, select any transaction sources for which you want to generate the UBS report as follows:	Colleague initially re-displays the transaction source(s) selected	
	<ul><li> IV for invoice batches only</li><li> CR for cash receipt sessions only</li></ul>	the last time you used the ARPX screen.	
	Unselect any transaction sources for which you do not want to generate the UPS report.		
	• If you do not specify any transaction source, Colleague produces this report for both invoice batches and cash receipt sessions.		
7	Finish from the ARPX screen to produce the UBS report.	If there are no UBS posting exceptions for the specified date range or selection criteria, the report is printed with the message "No Exceptions Found."	

 Table 9-35: Steps for Generating the UBS Report (Continued)

# **Unposted Transactions [UNP]**

The UNP report lists any transactions within the specified date range that have not been posted to the general ledger. Colleague considers any transactions that have not been assigned a GL posting reference number to be unposted. Typically, unposted transactions occur when one or more steps in the posting process are overlooked. The most common examples include:

- not creating GL posting records for transactions for one or more days
- not reconciling batches and sessions prior to creating GL posting records
- generating the GL posting register, but not running the update process to actually create the GL posting records (for example, running CGLR but not running CGLP)
- creating the GL posting records but not actually posting them to the general ledger using the Post GL Transactions (PGLT) process
- for invoice transactions only, not correcting errors identified when the GL posting records were created

	Unposted Transactions From 04/01/00 to 04/30/00						
AR Type	GL Account Number	Trans Date	Src	Source Reference No	Description	Debit Amount	Credi: Amoun
STAR	10-0000-13001-01	04/22/00	IV	ID:1080465 Inv#:000010450	Parking Fee	75.00	0.0
					Totals for AR Type STAR	75.00	0.0
					Grand Totals	75.00	0.0

Figure 9-42: UNP (Unposted Transactions) Report

# **Procedure for Generating the UNP Report**

Complete the steps listed below to generate the UNP report.

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<ul> <li>Define the report date range as follows:</li> <li>Start Date - selects unposted transactions with original transaction dates on or after the start date entered.</li> <li>Cutoff Date - selects unposted transactions with original transaction dates on or before the cutoff date entered.</li> </ul>	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.

Table 9-36: Steps for Generating the UNP Report

Step	Action	Hints
3	Select UNP in the Reports to Generate field. Unselect any reports you do not want to generate.	Colleague initially re-displays the report(s) selected the last time you used the ARPX screen.
4	If you are generating the UNP report for invoices, you can enter an optional saved list of invoices to limit the records selected for this report.	Colleague ignores anything you enter in this field if you are not generating the UNP report for invoice transactions. See step 6 for information.
5	Optionally, select any AR type(s) for which you want to generate the UNP report.	Colleague initially re-displays the AR type(s) selected the last
	Unselect any AR types for which you do not want to generate the UNP report.	time you used the ARPX screen.
	• If you do not specify any AR types, Colleague produces this report for all AR types.	
6	Optionally, select any transaction sources for which you want to generate the UNP report.	Colleague initially re-displays the transaction source(s) selected
	Unselect any transaction sources for which you do not want to generate the UNP report.	the last time you used the ARPX screen.
	• If you do not specify any transaction source, Colleague produces this report for all transaction sources.	
7	Finish from the ARPX screen to produce the UNP report.	If there are no UNP posting exceptions for the specified date range or selection criteria, the report is printed with the message "No Exceptions Found."

 Table 9-36: Steps for Generating the UNP Report (Continued)

# **Double-Posted Transactions [DBP]**

The DBP report lists any invoice transactions within the specified date range that have been posted *twice* to the general ledger.

On rare occasion, when an invoice transaction is first posted to the general ledger, the GL reference number field (INV.GL.REFERENCE.NOS) on the GL posting record is not populated. Because Colleague looks to post transactions that do not contain GL posting reference numbers, these transactions are subsequently posted again the next time you create GL posting records.

These types of transactions may occur if the posting process is interrupted (for example, due to a power outage).

				AR-CR Posting Excepti Double Posted Tram From 04/01/00 to 0	ions Report hsactions 14/30/00		
AR Type	GL Account Number	Tr <i>a</i> ns Date	Src	GL Reference No	Description	Debit Amount	Credit Amount
???	10-0000-13001-01	05/30/00 05/30/00	IV IV	I000010482 I000010482	Bookstore Bookstore Bookstore	275.00 275.00	0.0
					Totals for AR Type ???	550.00	0.0
					Grand Totals	550.00	0.0

Figure 9-43: DBP (Double-Posted Transactions) Report

# **Procedure for Generating the DBP Report**

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<ul> <li>Define the report date range as follows:</li> <li>Start Date - selects records that were posted to the GL with original transaction dates on or after this date.</li> <li>Cutoff Date - selects records that were posted to the GL with original transaction dates on or before this date.</li> </ul>	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.
3	Select DBP in the Reports to Generate field. Unselect any reports you do not want to generate.	Colleague initially re-displays the report(s) selected the last time you used the ARPX screen.
4	Optionally, enter a saved list of invoices to limit the records selected for this report.	
5	Do <i>not</i> select any AR type(s) for which you want to generate the DPB report.	If you select AR types, no DBP transactions are reported.
	Unselect any AR types which were selected for any previous exception report.	
6	Since the DBP report selects only invoice transactions, do not select any transaction sources.	Colleague initially re-displays the transaction source(s) selected
	• Colleague ignores any transaction sources entered in this field.	the last time you used the ARPX screen.
7	Finish from the ARPX screen to produce the DBP report.	If there are no DBP posting exceptions for the specified date range or selection criteria, the report is printed with the message "No Exceptions Found."

Complete the steps listed below to generate the DBP report.

 Table 9-37: Steps for Generating the DBP Report

# **Transactions Out of Range [TOR]**

The TOR report lists any transactions that occur outside of the date range defined by your institution using the start and cutoff dates along with the Out of Range Days field on the ARPX screen, and that have not been posted to the general ledger. See "Out of Range Days" on page 9-110 for information about how Colleague uses this field.

TOR transactions tend to occur if you usually specify a start date when creating the GL posting records. For example, if you create GL posting records on a daily basis, and usually enter the same date for both the start and cutoff dates, you may miss creating posting records for any transactions with a prior date. If you normally create GL posting records without entering a start date (meaning you post all unposted transactions up to the cutoff date), you may not see any TOR transactions reported. The number of out-of-range days is generally determined by the way your institution conducts business and reconciliations.

				AR-CR Posting Exceptions R Transactions Out of Ran Before 04/01/00 and After O	eport ge 4/30/00		
AR Type	GL Account Number	Trans Date	Src	Source Reference No	Description	Debit Amount	Credit Amount
STAR	10-0000-13001-01	03/31/00 03/31/00 03/31/00 03/31/00	IV IV IV IV	ID:1080466 Inv#:000010494 ID:1080465 Inv#:000010495 ID:1080464 Inv#:000010496	Parking Fines Parking Fines Parking Fines Parking Fines	35.00 35.00 35.00	0.00 0.00 0.00
					Totals for AR Type STAR	105.00	0.00
					Grand Totals	105.00	0.00

Figure 9-44: TOR (Transactions Out of Range) Report

**TOR** transactions with "No Calc" in the amount field indicate that the transaction is from a prior closed fiscal year, and Colleague cannot determine the amount of the transaction.

# **Procedure for Generating the TOR Report**

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<b>Define the report date range as follows:</b> • <b>Start Date</b> - along with the Out of Range Days field selects	The date range is usually defined as the period being reconciled.
	transactions with original transaction dates before the start date entered minus the out-of-range days you define.	Colleague initially re-displays the dates entered the last time
	• <b>Cutoff Date</b> - along with the Out of Range Days field, selects transactions with original transaction dates after the cutoff date entered plus the out-of-range days you define.	you used the ARPX screen.
3	Enter the number of out-of-range days defined for your institution.	Colleague initially re-displays the out-of-range days defined the last time you generated the TOR
	any transactions that occur before and after the "normal"	report.
_	reconciliation period (identified by the start and cutoff dates).	You may want to use 0 (zero) as the out-of-range days to identify any transactions that were not posted to the general ledger because they did not occur within the specified date range.
4	Select TOR in the Reports to Generate field.	Colleague initially re-displays
	Unselect any reports you do not want to generate.	the report(s) selected the last time you used the ARPX screen.
5	If you are generating the TOR report for invoices, you can enter an optional saved list of invoices to limit the records selected for this report.	Colleague ignores anything you enter in this field if you are not generating the UBS report for invoice transactions.
		See step 7 for information.
6	Optionally, select any AR type(s) for which you want to generate the TOR report.	Colleague initially re-displays the AR type(s) selected the last
	Unselect any AR types for which you do not want to generate the TOR report.	time you used the ARPX screen.
	• If you do not specify any AR types, Colleague produces this report for all AR types.	

Complete the steps listed below to generate the TOR report.

Table 9-38: Steps for Generating the TOR Report

Step	Action	Hints
7	Optionally, select any transaction sources for which you want to generate the TOR report.	Colleague initially re-displays the transaction source(s) selected
	Unselect any transaction sources for which you do not want to generate the TOR report.	the last time you used the ARPX screen.
	• If you do not specify any transaction source, Colleague produces this report for all transactions sources.	
8	Finish from the ARPX screen to produce the TOR report.	If there are no TOR posting exceptions for the specified date range or selection criteria, the report is printed with the message "No Exceptions Found."

 Table 9-38: Steps for Generating the TOR Report (Continued)

# **Prior Month Posted [PMP]**

The PMP report lists any transactions that were posted to a prior closed fiscal period, for example, to a prior closed month.

PMP transactions may not have a direct affect on your current reconciliation period, however, you may want to know of any transactions that get posted to a prior closed period. For example, if you have previously made a correcting journal entry to account for an unposted transaction, you may now need to reverse the correcting journal entry once the transaction is actually posted.

		Tr	AR-CR Posting Except ansactions Posted to Pr From 04/01/00 to	ions Report ior Closed Month 04/30/00		
AR Type	GL Account Number	System Date Src G	L Reference No	Description	Debit Amount	Credi: Amount
STAR	10-0000-13001-01	05/31/00 IV I00	0010494	Parking Fines	35.00	0.00
		05/31/00 IV I00	0010495	Parking Fines	35.00	0.00
		05/31/00 IV I00	0010496	Parking Fines	35.00	0.00
				Totals for AR Type STAR	105.00	105.00
				Grand Totals	105.00	105.00

Figure 9-45: PMP (Prior Month Posted) Report

# Procedure for Generating the PMP Report

Complete the steps listed below to generate the PMP report.

Step	Action	Hints
1	Access the AR-CR Posting Exceptions (ARPX) screen.	
2	<b>Define the report date range as follows:</b> • <b>Start and Cutoff Dates</b> - together, select records that were	The date range is usually defined as the period being reconciled.
	posted to the GL on or after the start date, and on or before the cutoff date, and with original transaction dates less than the start date entered.	Colleague initially re-displays the dates entered the last time you used the ARPX screen.
3	Select PMP in the Reports to Generate field.	Colleague initially re-displays
	Unselect any reports you do not want to generate.	the report(s) selected the last time you used the ARPX screen.
4	If you are generating the PMP report for invoices, you can enter an optional saved list of invoices to limit the records selected for this report.	Colleague ignores anything you enter in this field if you are not generating the PMP report for invoice transactions.
		See step 6 for information.
5	Optionally, select any AR type(s) for which you want to generate the PMP report.	Colleague initially re-displays the AR type(s) selected the last
	Unselect any AR types for which you do not want to generate the PMP report.	time you used the ARPX screen.
	• If you do not specify any AR types, Colleague produces this report for all AR types.	
6	Optionally, select any transaction sources for which you want to generate the PMP report.	Colleague initially re-displays the transaction source(s) selected
	Unselect any transaction sources for which you do not want to generate the PMP report.	the last time you used the ARPX screen.
	• If you do not specify any transaction source, Colleague produces this report for all transaction sources.	
7	Finish from the ARPX screen to produce the PMP report.	If there are no PMP posting exceptions for the specified date range or selection criteria, the report is printed with the message "No Exceptions Found."

 Table 9-39: Steps for Generating the PMP Report

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# Generating the AR/CR Posting Analysis Report

The AR/CR Posting Analysis report lists the account balances for each AR subsidiary ledger (AR type) and its corresponding GL control account for a specified date range. For each GL control account and associated AR type(s), Colleague lists and totals the debits and credits by transaction type (invoice, cash receipts, etc.), and by date within each type. If you generate this report in summary mode, Colleague also lists the differences (if any) between the AR and GL amounts.

Because the balances in your General Ledger control accounts are generated from the transactions that occur in your Accounts Receivable and Cash Receipts modules, ideally, your accounts should always be in balance. When your accounts do not balance, using the AR-CR Posting Exception report can usually help you identify the transactions that may be causing the out-of-balance condition (see "Generating the AR-CR Posting Exceptions Report" on page 9-108).

If you have identified and resolved any AR-CR posting exceptions, and your accounts still do not balance, use the AR/CR Posting Analysis (ARPN) screen shown in figure 9-46 to generate the posting analysis report. See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for information on how to use this report to reconcile your accounts.

05/15/00 11:36	AR/CR POS	TING ANALYSIS SCREEN	ARPN
1 Start Date 2 Cutoff Date	<u>0</u> 4/01/00 04/30/00	3 Summary/Detail Report: Summary 4 Normal Posting Method: Detail	
5 AR Types	1: 2: 3: 4:		
6 Source/Trans Types	1: 2: 3: 4:		
7 Account Holders	: 1: 2: 3: 4:		

Figure 9-46: AR/CR Posting Analysis (ARPN) Screen

# **Defining the ARPN Date Range**

When you run the posting analysis report, you usually define the date range (start and cutoff dates) for the period you are currently reconciling. For example, if you are reconciling the month of April, you would define your start and cutoff dates as April 1st and April 30th respectively. This would list AR and GL amounts for the month of April.

On occasion, you may need to change the date range of the analysis report to include transactions from the prior fiscal periods. For example, if you have run ARPN for the current fiscal month and are still out of balance, you may want to run the report from the beginning of your fiscal year to analyze all transactions which have been posted to general ledger.

Both the start and end dates are required fields on the ARPN screen. The start date must be less than or equal to the cutoff date you enter. Both the start and cutoff dates you enter must occur within the same fiscal year.

# **Defining the ARPN Level of Detail**

You can choose to generate this report in either summary or detail mode, as explained below.

# Summary [S]

For each GL control account, Colleague groups and totals the transactions by transaction type and date, and reports the following information for each date:

- date
- transaction type
- debits and/or credits from the AR subsidiary ledger
- debits and credits posted to the general ledger
- difference (if any) between AR and GL debits and credits

Total debits and credits are also reported by type and GL account.

	POSTING ANALYSIS - Summary by General Ledger Account From 04/01/2000 to 04/30/2000 General Ledger Account : 10-0000-13001-01 AR Types(s): STAR Student Account Receivables						
		[-From AR Subsid	hary Ledger-] [	Posted to Gener	ral Ledger-]	[Differ	ences]
Date	Type	Net Debits	Net Credits	Debits	Credits	Debits	Credits
04/01/00	IV	15.525.00	0.00	15.525.00	0.00	0.00	0.00
04/11/00	IV	125.00	0.00	125.00	0.00	0.00	0.00
04/15/00	IV	460.00	0.00	0.00	0.00	460.00	0.00
04/20/00	IV	275.00	0.00	550.00	0.00	-275.00	0.00
04/22/00	IV	225.00	0.00	150.00	0.00	75.00	0.00
04/28/00	IV	25.00	0.00	25.00	0.00	0.00	0.00
Type Tot:	 al	16,635.00	0.00	16,375.00	0.00	260.00	0.00
04/01/00	CR	0.00	3,675.00	0.00	3,675.00	0.00	0.00
Type Tot:	al	0.00	3,675.00	0.00	3,675.00	0.00	0.00
GL Acct	Total	16,635.00	3,675.00	16,375.00	3,675.00	260.00	0.00

Figure 9-47: AR/CR Posting Analysis Summary Report

**Debits and Credits From the AR Subsidiary Ledger.** Depending on how you posted your original transactions to the general ledger (in detail or in summary), Colleague reports the amounts in the Net Debits and Net Credits columns differently. If you posted your transactions to the GL using one of the "summary" posting methods (batch, session, date, or term), Colleague nets the AR debits and credits for each day, and reports the amount as *either* a debit or a credit to the AR subsidiary ledger. If you posted your transactions to the GL using the "detail" or "no summary" posting methods, Colleague reports *both* debits and credits for each day as applicable.

To report valid amounts on the summary report, you need to identify the posting summary method used when you posted the transactions to the general ledger. See "Posting Summary Method" on page 9-13 for information about posting methods. See "Defining the Normal Posting Method" on page 9-131 for information about defining this parameter on the ARPN screen.

**Debits and Credits Posted to the General Ledger.** Colleague reports both the debits and credits posted to the GL account for each day. Unlike the debits and credits from the AR subsidiary ledgers, if you posted your transactions in summary, Colleague still reports both debits and credits for a GL account as applicable.

**Differences.** Colleague compares the debits and credits reported for each transaction type and date from the AR subsidiary ledger to the debits and credits posted to the general ledger, and reports the difference (if any) between them. If the difference reported for a date is the same for both debits and credits, your accounts are in balance. If the difference reported for a date is not the same for both debits and credits, you can run the AR/CR Posting Analysis report in detail to help identify which transaction(s) are causing the imbalance. See "Reconciling Accounts Receivable to the General Ledger" on page 9-47 for more information on how to use this report.

# Detail [D]

For each GL control account, Colleague groups transactions by transaction type and date, and reports the following information for each transaction:

- date
- transaction number
- transaction type
- account holder ID
- transaction description
- · debits and/or credits from the AR subsidiary ledger
- debits and credits posted to the general ledger

Total debits and credits are also reported by date, transaction type, and GL account. Due to space limitations, the detail report does not show debit and credit differences between the AR and GL amounts.

			From 04/01/2000 General Ledger Accoun AR Type(s): STAR Stude	) to 04/30/2000 ht : 10-0000-13001-01 ent Account Receivables			
Date	Trans No	Type	Acct ID Transaction Description	[-From AR Subsidiar Debits	y Ledger-] Credits	[Posted to General Debits	Ledger-] Credits
04/01/00	000010437	IV	1080466 Spring Charges	15,525.00	0.00	15,525.00	0.00
Daily Tot	al			15,525.00	0.00	15,525.00	0.00
04/11/00	000010448	IV	1080465 Book <i>s</i> tore Invoice	125.00	0.00	125.00	0.00
Daily Tot	al			125.00	0.00	125.00	0.00
04/15/00 04/15/00	000010499 000010498	IV IV	1080464 Bookstore Charges 1080465 Bookstore Charges	230.00 145.00	0.00	0.00 0.00	0.00
04/15/00	000010497	IV	1080466 Bookstore Charges	85.00	0.00	0.00	0.00
Daily Tot	al			460.00	0.00	0.00	0.00
04/20/00	000010482	IV	1080465 Bookstore	275.00	0.00	550.00	0.00
Daily Tot	al			275.00	0.00	550.00	0.00
04/22/00	000010447	IV	1080466 Parking Fee	75.00	0.00	75.00	0.00
04/22/00 04/22/00	000010451 000010450	IV IV	1080464 Parking Fee 1080465 Parking Fee	75.00	0.00	75.00 0.00	0.00
Daily Tot	al			225.00	0.00	150.00	0.00
04/28/00	000010449	IV	1080464 Miscellaneous Charges	25.00	0.00	25.00	0.00
Daily Tot	al			25.00	0.00	25.00	0.00
Type Tots	al			16,635.00	0.00	16,375.00	0.00

Figure 9-48: AR/CR Posting Analysis Detail Report

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**Debits and Credits From the AR Subsidiary Ledger.** Colleague nets the AR debits and credits for each transaction, and reports the amount as either a debit or a credit to the AR subsidiary ledger.

**Debits and Credits Posted to the General Ledger.** Colleague reports both the debits and credits posted to the GL account for each day.

# **Defining the Normal Posting Method**

When you generate the AR/CR Posting Analysis summary report, you need to identify the posting summary method used to post the transactions to the general ledger, as Colleague reports the AR debits and credits differently depending on how the transactions were posted.

If you posted the transactions using one of the summary posting methods (batch, session, date, or term), enter "S" (for Summary posting method). Colleague nets the debits and credits and reports either a debit or credit accordingly.

If you posted the transactions using one of the detail posting methods (detail or no summary), enter "D" (for Detail posting method). Colleague displays both debits and credits as applicable.

If you used different methods to post different transaction types to the general ledger, you may want to generate this report separately for each transaction type. For example, you may post your invoices to the GL in summary, but post your financial aid in detail. If you generate the summary report using an incorrect posting method, for example, indicating that your financial aid transactions were posted in summary instead of detail, it may cause the report to reflect non-zero amounts in the difference columns. However, if the amounts in the difference columns are equal to each other, your accounts are typically in balance.

Similarly, if your institution posts one or more AR types in detail, and other AR types in summary, you may want to generate the posting analysis summary report separately for those AR types. For example, if you post your trade receivables in detail, but all other receivables in summary, you may want to run the posting analysis report for your trade receivables and define the Normal Posting Method field as "D," and run the report for your other receivables defining this field as "S."

# **Entering ARPN Selection Criteria**

You can limit the records included on a posting analysis report by entering one or more of the following:

- AR types
- source/transaction types
- account holders

Each of these items are explained below.

# **AR Types**

You can limit the records selected for the posting analysis report by specifying one or more AR types for which you want the report generated. If you do not limit AR types, Colleague selects records for all AR types.

If you do not specify any AR types, and your institution has more than 100 AR types, you need to manually enter a subset of AR types in this field each time you generate a posting exception report.

Because Colleague does not store a transaction's AR type in the general ledger, it cannot determine which GL posting records belong to which AR type. If you specify an AR type, and have a single AR type assigned to a single GL control account, the posting analysis report reflects comparable data between the subsidiary ledger and the general ledger. If you have multiple AR types assigned to a single GL control account, you need to specify all AR types associated with the GL control account in order to obtain comparable data.

Colleague lists the AR type(s) associated with the GL account number in the report heading. If there are multiple AR types, and they do not all fit on the AR type heading line, Colleague prints the ones that do fit followed by "..." to indicate that more AR types are associated with the GL number.

#### **Source/Transaction Types**

You can limit the records selected by specifying the source or type of transactions for which you want to generate the posting analysis report. If you do not specify a source, Colleague selects records from the following sources:

- IV invoices
- CR cash receipts
- FA financial aid
- DP deposit allocations
- PJ refund vouchers (from Accounts Payable module)
- PR payroll deductions (from the Payroll module)

# Account Holders

When generating the posting analysis report in detail mode, you can limit the transactions included on this report by specifying individual account holders. Colleague selects transactions only for those account holders that also meet any additional criteria you enter on the ARPN screen.

# **Procedures for Generating the Posting Analysis Report**

This section provides procedures for generating the following reports:

- posting analysis summary report
- posting analysis detail report

#### Procedure for Generating the Posting Analysis Summary Report

Complete the steps listed below to generate the AR/CR Posting Analysis report in summary format.

Step	Action	Hints	
1	Access the AR/CR Posting Analysis (ARPN) screen .		
2	<ul> <li>Define the report date range as follows:</li> <li>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.</li> </ul>	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.	
3	Select "Summary" in the Summary/Detail Report field.		

Table 9-40: Steps for Generating the Posting Analysis Summary Report

Step	Action	Hints
4	Indicate the method used to post the original transactions to the general ledger as follows:	
	• Select <b>s</b> 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 <b>s</b> , Colleague reports netted AR debits and credits.
	• Select <b>D</b> 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.
5	Optionally, specify any AR type(s) for which you want to generate the posting analysis report.	See "AR Types" on page 9-132 for information.
	• If you do not specify any AR type(s), Colleague reports transactions for all AR types.	
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.	
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.	
8	Finish from the ARPN screen to produce the posting analysis summary report.	

**Table 9-40:** Steps for Generating the Posting Analysis Summary Report

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.

#### Procedure for Generating the Posting Analysis Detail Report

Complete the steps listed below to generate the AR/CR Posting Analysis report in detail format.

Step	Action	Hints
1	Access the AR/CR Posting Analysis (ARPN) screen .	
2	<ul> <li>Define the report date range as follows:</li> <li>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.</li> </ul>	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.
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.
4	Optionally, specify any AR type(s) for which you want to generate the posting analysis report.	See "AR Types" on page 9-132 for information.
	• If you do not specify any AR type(s), Colleague reports transactions for all AR types.	
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.	
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.	
7	Finish from the ARPN screen to produce the posting analysis detail report.	

 Table 9-41: Steps for Generating the Posting Analysis Summary Report

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.

# **Using Accounts Receivable & Cash Receipts**

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Using Accounts Receivable & Cash Receipts

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