The Financial Edge™

Configuration Guide for Student Billing
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Applications</td>
<td>144</td>
</tr>
<tr>
<td>Unapplying Payments and Credits</td>
<td>145</td>
</tr>
<tr>
<td>INDEX</td>
<td>149</td>
</tr>
</tbody>
</table>
# Student Billing Configuration

## Contents

- Configuration Links ................................................................. 3
- General Configuration ............................................................... 6
- Payment Terms Configuration ..................................................... 7
- Attributes Configuration ............................................................ 6
- Managing Attributes ................................................................. 9
- Aging Information Configuration ............................................... 11
- Business Rule Configuration ....................................................... 12
  - General Business Rules .......................................................... 12
  - Automatic Application Business Rules .................................... 16
  - Student Business Rules ......................................................... 18
  - Individual Business Rules ...................................................... 21
  - Organization Business Rules .................................................. 22
  - Charge Business Rules .......................................................... 24
  - Credit Business Rules ........................................................... 25
  - Invoice Business Rules ........................................................ 26
  - Invoice Line Item Business Rules ........................................... 27
  - Return Business Rules ........................................................ 27
  - Return Line Item Business Rules .......................................... 28
  - Advance Deposit Business Rules ......................................... 29
  - Financial Aid Business Rules .................................................. 30
  - Billing Schedule Business Rules ............................................ 31
  - Deposit Business Rules ........................................................ 32
  - Payment Business Rules ........................................................ 33
  - Refund Business Rules ........................................................ 34
  - Queue Business Rules ........................................................... 35
- Table Configuration ................................................................. 36
- Field Configuration ................................................................. 46
- Determination Table Configuration ........................................... 47
- Reversal Schedule Configuration ............................................... 51
- Distribution Configuration ......................................................... 55
  - Account Distributions ........................................................... 56
  - Cash Management Distributions ............................................. 61
  - Transaction Distributions ...................................................... 66
- International Configuration ....................................................... 69
- Interfund Configuration ............................................................. 71
- Account Masking ................................................................. 71
Configuration is an important area in which you make decisions and define settings that affect the overall success of the program. Configuration contains utilities your organization should address when setting up Student Billing, as well as useful features enabling you to customize the program.

In Student Billing, Configuration provides a central location for settings and features you use to customize your tuition revenue processes. These settings affect functions and details that can increase the efficiency of your record keeping, speed data entry, provide for security checks-and-balances, and generally optimize the performance of the program. For example, you can define business rules in Configuration to control a wide variety of functions, including whether to use a single AR summary account and never post applications; whether to automatically apply payments and credits; and whether the program automatically checks for duplicate records.

With other Configuration features, you can create tables and distribution templates to speed data entry. You can rename fields to reflect your organization’s terminology, hide them, or make them required on certain types of records. Using Aging Information, you can track due dates and any discounts you offer for students who make early payments. You can also customize the program by creating special categories of information called attributes and attaching them to your records to aid in tracking and reporting.

Because Configuration impacts the entire program, it is closely linked to Security. Only users with supervisor rights should have access to Configuration. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database.

**Configuration Links**

The Configuration page contains links to help you define settings for Student Billing. Configuration options are grouped into categories which appear as links. Simply click a link to view options for that particular category.
To access Configuration, click Configuration on the navigation bar. The Configuration page appears.

**General.** Click this link to make changes to your organization’s basic information such as country, address, and phone number. Although your organization name is displayed on this page, it is not editable. For increased efficiency, you can change your address and phone information when printing statements and other Mail forms.

**Terms.** Click this link to define payment terms for invoices, so you can offer your students discounts if they make early payments. You can designate a number of days until a payment is due and record the percentage of discount you give if the payment is made within a certain number of days.

**Attributes.** Click this link to define types and characteristics of attributes you can assign to students, transactions, billing items, and actions. Attributes are bits of useful information you can attach to a record for tracking or reporting purposes.

**Aging Information.** Click this link to view aging information used to determine if student billing balances are current or overdue. On the Aging Information page, you can designate up to five aging periods and a short and long description. You can also configure aging by transaction date or due date.

**Business Rules.** Click this link to set business rules that customize standard procedures and requirements in Student Billing. Business rules affect all users of the program and provide ways to control specific functions throughout Student Billing. For example, you can set program-wide rules to automatically apply new payments and credits and allow students to exceed credit limits. There are numerous business rules you can use to customize the program. For more detailed information, see “Business Rules” on page 12.
Tables. Click this link to access the Tables page, which provides a centralized location for adding, creating, and editing all Student Billing and shared tables. Using tables throughout the program increases data entry speed and accuracy by providing lists of options users can access quickly. Various pre-existing tables appear on the Tables page for your convenience. If a table entry becomes obsolete, you can make it inactive.

Fields. Click this link to view or change fields. By customizing the fields used throughout the program, you can increase data entry speed and improve efficiency. With this link, you can hide fields your organization does not use, make an entry required, change field types, edit field names, and view a field’s lookup status. A lookup field displays entries from which you can select. Different fields appear in each program.

Determination Tables. Click this link to define which billing item to use for course fees when generating an invoice line item. This link appears only if you marked the Generate transactions based on [ ] business rule to enable the Registrar’s Office and billing integration functionality.

Reversal Schedules. Click this link to define how course fee transactions are reversed with credits, adjusted, or deleted based on student enrollment changes. You can also define the percentages to credit back to students for different date ranges. This link appears only if you marked the Generate transactions based on [ ] business rule to enable the Registrar’s Office and billing integration functionality.

Distributions. Click this link to create account and transaction distribution templates. Creating and using distributions in Student Billing is an efficient way to distribute activity to accounts, projects, classes, and transaction codes in journal entry. Projects are available only with the optional module Projects and Grants.

International. Click this link to define, edit, or delete international address formats for use in Student Billing.

Interfund. Click this link to create, edit, and delete interfund sets to transfer activity between accounts in different funds.

Posting Information. Click this link to create and adjust journal references for posting Student Billing transactions to General Ledger. You must define journal references before you can save records such as charges and credits.

Statement Information. Click this link to define transaction references for statements.

Default Accounts. Click this link to establish default accounts receivable summary, unapplied payment, and reclassification accounts. Reclassification accounts are similar to interfund entries and are used to balance debit and credit accounts by fund, class, or project.

Schedules. Click this link to establish recurring billing schedules based on specific dates, such as the 15th day of the month for six months, or on relative dates, such as the third Friday of each month for a year. After you create a schedule, you can use it as a template for faster data entry when entering new billing items, billing schedules, advance deposits, and financial aid.

Products and Billing Items. Click this link to create new products and billing items. You can also enter, view, and update information for existing products and billing items.
Addressee/Salutations. Click this link to create, edit, and delete addressee/salutations, which you can use on student records.

Promotion Schedule. Click this link to define how students progress through grade levels within and across schools. If you have Registrar’s Office installed, promotion schedules do not appear in Student Billing, but they are accessible in Registrar’s Office.

School Store Manager. Click this link to establish the connection between Store Operations and Student Billing. When you complete configuration for at least one store, all School Store Manager functions become fully active and you can load transactions to Student Billing.

Hold Codes. Click this link to define hold codes and restrictions for students.

Application Restrictions. Click this link to create application restrictions determining which transactions payments, credits, advance deposits, and financial aid apply to.

Billing Cycles. Click this link to create billing cycles which group transactions and activity by date ranges for filtering transactions in reports and statements.

General Configuration

On the General page, you can define specific default information for your organization, such as country, address, city, state, ZIP code, phone number, and federal tax identification number. This information appears on printed documents and correspondence.

Adding information to the General page

1. From the Configuration page, click General. The General page appears, with your organization’s name listed at the top of the page.

2. In the Country field, enter the home country of your organization.

3. In the Address, City, State, Zip, and Phone fields, enter your organization’s address and phone information.

4. When you exit the General page, your general settings are saved automatically.
Payment Terms

On the Terms page you can define payment terms for invoices, so you can offer your students discounts if they make early payments. For example, if you offer a 3/5 net 30 discount, students receive a 3% discount if they pay within 5 days. With Terms, you can designate a number of days until a payment is due and record the percentage of discount you give if the payment is made within a certain number of days. Student Billing uses settings on the billing item, invoice, and on individual line items to determine whether the line items are eligible for the discount.

The Terms page displays each term’s identification code, description, due days, discount percentages, and discount days. From this page you can add, edit, and delete terms.

Adding new payment terms

1. From the Configuration page, click Terms. The Terms page appears.
3. In the Terms ID field, enter a terms code. For example, “3/5 Net 30”
4. In the Description field, enter a description of the terms. For example, “3% discount if paid within 5 days”.

In Student Billing, terms are payment rules you establish for payments. Terms may also include discount provisions for early payment of an invoice.

Terms are shared between Student Billing and Accounts Receivable, but not with Accounts Payable.
5. In the **Offer a discount of [ ] percent, if paid within [ ] days** field, enter the percent discount you give for early payment and the number of days until the discount expires.

6. To set a due date by number of days, mark **Payments are always due in [ ] days** and enter the number of days between the billing date and the due date.

7. To set a due date in terms of day and month order, mark **Payments are due on the [ ] day of the [ ] month** and enter the combination of day and month terms to use for the due date. For example, you can make the due date the “Last” day of the “Next” month or the “16th” day of the “Current” month.

8. To save the terms and return to the Terms page, click **OK**.

---

**Attributes**

Attributes add flexibility to your record keeping. By defining attributes, you can store special information about a wide variety of record types for reporting purposes. You can identify a category for the attribute, make the attribute required or unique, and store entries specific to that category.

In **Student Billing**, you can define attributes for students, individuals, organizations, transactions, products and billing items, actions, financial aid applications, and addresses. For example, you can create a student attribute called “Scholarship?” with a Yes/No data type, or an attribute called “Special Education” with a Table data type that includes table entries for various types of special education categories and classifications.

Use attributes to define specialized information for your records, such as information you want to track, but for which no field exists. You can define new attributes using a variety of data types, including text, date, yes/no, number, currency, or table. When you create attribute tables, you can enter table entries from the Tables page of **Configuration** or by adding entries directly from the Attributes tab of a record. With Transaction attributes, you can track special characteristics on charges, credits, refunds, advance deposits, financial aid, and billing schedules. By enabling **Security** settings, the Supervisor can lock table entries to prevent users from adding, changing, or deleting table entries. For more information about tables and table entries, see “Tables” on page 36.
Managing Attributes

You establish *Student Billing* attributes by entering attribute types, data types, and table names on the Attributes page of *Configuration*. You can define several types of attributes: student, individual, organization, transaction, product and billing item, action, financial aid application, and address. On the Attributes page you can add, edit, move, and delete attributes, as well as print attribute reports.

- **Adding an attribute**
  1. From the Configuration page, click Attributes. The Attributes page appears.
  2. In the box on the left, select the type of attribute to add. The corresponding attributes grid appears on the right. For example, if you select Student in the box, the Student Attributes grid appears.
  3. In the Attribute Type column, enter a description of the attribute.
  4. In the Data Type column, select the field’s format type. Data types include text, date, yes/no, number, currency, and table.
  5. If you select Table as the data type, enter a table name in the Table Name column.
  6. To make the attribute required on each record, mark Required. Required attributes are automatically added to the related record.

Before you can delete an attribute from *Configuration*, you must first delete it from all records.

If you define the data type as a table, you can select an existing table or create a new one. Attributes can be edited at any time or deleted if they are not used on any records.
7. To require a unique attribute for each record, mark **Unique**.

8. When you exit the attributes grid, your attributes are saved automatically.

**Moving an attribute**

1. From the Attributes page, select an attribute type from the box on the left. The attribute grid appears on the right.

2. In the attribute grid, select the row to move.

3. On the action bar, click **Up** or **Down** to move the selected attribute.

4. When you exit the Attributes screen, your changes are saved automatically.
Aging Information

With aging information you can use a statement or Aged Accounts Receivable report to track a student’s balance to determine if they are current or overdue. If payments are overdue, you can see by how many days. On the Aging Information page, you can define a minimum of one and a maximum of five sequential periods for aging transactions based on either the due date (date payment is due on the transaction) or the transaction date (date the transaction was added). For more information about statements, see the Mail Guide. For more information about Aged Accounts Receivable reports, see the Reports Guide for Student Billing.

When outlining your periods, they must be consecutive with no gaps between dates. Aging periods must be sequential and they cannot overlap. The start value for period one is always zero. The system calculates the start values for sequential periods by adding one to the end value of the previous aging period. For example, if period one is 0 - 30 days, then period two automatically starts at day 31.

*Student Billing* contains four default periods, but you can change these to suit your organization’s needs. To change the start date of one period, you must first change the end date of the prior period. *Student Billing* automatically starts the next period on the following day. From the Aging Information page you can add and change aging information.

- **Adding aging information**

  1. From the Configuration page, click **Aging Information**. The Aging Information page appears.

  2. In the **Base aging on** field, select “Transaction date” or “Due date”.
Aging information can be changed at any time as long as the aging periods do not overlap or contain gaps in their sequence. If your first period runs from 0 to 30 days, your second period must start with day 31.

3. The **Start** column is for informational purposes and displays the day after the end day listed in the **End** column of the previous row.
4. In the **End** column, enter the last date of your aging periods.
5. In the **Short Description** column, enter a brief description of your aging periods.
6. In the **Description** column, enter a long description of your aging periods.

7. To restore the program default aging settings, click **Restore Defaults**.
8. When you exit the Aging Information page, your settings are saved automatically.

### Business Rules

Business rules affect all users and help you customize standard procedures and requirements to suit your organization. Because some business rules can make fundamental changes to how *Student Billing* works, they are usually defined by the system administrator after careful consideration.

#### General Business Rules

Configuring General business rules properly for your organization is extremely important to your overall success using *Student Billing*. The General business rule settings you select make fundamental changes to the program. For example, you can choose to use a single AR summary account while never posting applications, which means the unapplied payment account is no longer needed. You can also set a standard net asset class and automate new credit and payment applications.

We strongly recommend you carefully review General business rules on the General page before making any decisions.
To access business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

**Use a single AR Summary Account and never post Applications.** If you mark **Use a single AR Summary Account and never post Applications**, you specify only one AR summary account that all charges, credits, and payments are posted to regardless of whether they are applied or unapplied. As a result, the default AR account (the unapplied payment account) is not required. Because projects and transaction codes are not used on AR summary transactions, application records are not used on AR summary transactions, application records are never posted.

We recommend using this business rule if (1) you use an AR summary account in a fund that does not require projects or transaction codes on balance sheet accounts, (2) if balancing by account segment is NOT enabled, and (3) you can use Unrestricted Net Assets as the single net asset class value for all **Student Billing** transactions.

If you use this business rule and your AR summary account is in a fund that requires balancing by net asset class, we strongly recommend that you use a single net asset class value for all accounts receivable transactions. We recommend using Unrestricted Net Assets as the default net asset class value. Using more than one net asset class value can result in some financial statements not balancing by net asset class.

Using a single AR summary account and never posting applications streamlines your receivables system while also making several changes to the program.

- On the Default Accounts page of **Configuration** you will not be able to designate multiple default accounts by fund and the reclassification account is hidden.
- On all transactions, users should assign only the single net asset class value your organization has designated as the default.
- On selected transactions, the DR distribution is hidden.
After careful consideration, if you decide not to mark the **Use a single AR Summary Account and never post Applications** business rule, the program redistributes unapplied payment and credit amounts to appropriate GL accounts based on the options you specify in *Configuration*. When you do not mark **Use a single AR Summary Account and never post Applications**, the default Unapplied Payment account is required on the Default Accounts page in *Configuration*. For more information about unapplying payments and credits, see the Payment and Credit Applications chapter of the *Configuration Guide for Student Billing*.

**Allow non-bank transactions to use cash accounts.** We recommend that you never allow non-bank transactions to use cash accounts. However, we do offer the option to allow non-bank transactions with this business rule. You can select Never (Strongly Recommended), Ask each time, or Always.

**Sales tax.** With this business rule, you designate whether your organization collects sales tax. If you select Our organization does not collect sales tax, the related sales tax fields and columns on records such as charges and credits are disabled to streamline data entry.

**Hide transactions on statements.** With this business rule, you determine whether the **Hide this transaction on printed statements** checkbox appears on charges and credits. By marking the checkbox on charges and credits, you can hide erroneous transactions. If this business rule is enabled, out-of-balance statements are possible because each user is responsible for consistently hiding the same amount of charges and credits.

**Generate transactions based on information from the Registrar’s Office.** With this business rule, you can enable the Registrar’s Office and billing integration functionality, a process in which transactions are generated based on course fees defined on the course record.

Marking this checkbox enables the **Determination Tables** and **Reversal Schedules** in *Configuration*. In Determination Tables, you can select the billing items to use for Amount per credit and Fixed amount course fees. In Reversal Schedules, you can define the percentage of invoice line items to credit back to students by date range during the drop/add period. You can also setup different reversal schedules for *Residence Life* fees. For more information, see “Determination Tables” on page 47 and “Reversal Schedules” on page 51.

**Distribute payments**. In this field, select the default method for distributing payments. The option you select determines how payment distributions default into the grid on the Student Billing Detail tab of payment records.

- **Proportionally based on the balance** — When you select this option, payments are distributed proportionally to the records a payer is responsible for and you choose whether to use the overall balance or balance as of the payment date to calculate the balance used to create the distribution of the payment. Based on the option you choose, the program determines the balance of each record when creating payee distributions on a payment.
- Evenly across students only — When you select this option, a payment is applied evenly across all the students the payer is responsible for, excluding the payer’s own charges.

- Evenly across all records — When you select this option, the program determines the number of students and individuals the payer is responsible for (including the payer) and applies the payment evenly among all those records.

Examples of these options:

Alex has three children — Jennifer, Michael, and Samantha. He is responsible for 50% of their charges and 100% of his own:

<table>
<thead>
<tr>
<th></th>
<th>Jennifer</th>
<th>Michael</th>
<th>Samantha</th>
<th>Alex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Charges</td>
<td>Tuition = $2000</td>
<td>Tuition = $2000</td>
<td>Tuition = $2000</td>
<td>Season tickets = $500</td>
</tr>
<tr>
<td>Alex’s portion</td>
<td>50% of $2000 = $1000</td>
<td>50% of $2000 = $1000</td>
<td>50% of $2000 = $1000</td>
<td>100% of $500 = $500</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$3500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When Alex makes his first payment of $1500, the program distributes the payment to each student according to the method selected in the Distribute payments field:

<table>
<thead>
<tr>
<th>Proportionally based on the balance</th>
<th>Calculation: Percentage to use = Remaining Amount (the amount of unpaid transactions owned by the student and assigned to the payer) / Total Amount Due.</th>
</tr>
</thead>
</table>
| Jennifer                            | $1000 / $3500 = 0.2857143  
$1500 * 0.2857143 = $428.57 |
| Michael                             | $1000 / $3500 = 0.2857143  
$1500 * 0.2857143 = $428.57 |
| Samantha                            | $1000 / $3500 = 0.2857143  
$1500 * 0.2857143 = $428.57 |
| Alex                                | $500 / $3500 = 0.1428571  
$1500 * 0.1428571 = $214.29 |

<table>
<thead>
<tr>
<th>Evenly across students only</th>
<th>Calculation: Amount of payment / number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this case, there are 3 students so the calculation is $1500 / 3 = $500.00</td>
<td></td>
</tr>
</tbody>
</table>
| Jennifer = $500.00 | Michael = $500.00  
Samantha = $500.00 |
Notes About Distributing Payments

- For all the options, the payer selected in the Payment from field defaults into the Reduces the Balance Of column for each row of the grid on the Student Billing Detail tab. For more information about how this business rule affects the payment applications and distributions, see the Payment and Credit Applications chapter of the Configuration Guide for Student Billing “Payment and Credit Applications” on page 139.

- When records do not have open transactions:
  - Proportionally based on the balance — If one of the students does not have any open transactions, the student is excluded from the number of students the payer is responsible for.
  - Evenly across students — If one of the students does not have any open transactions, the student is still included in the number of students the payer is responsible for.
  - Evenly across all — If one of the students or individuals/organizations does not have any open transactions, that record is still included in the number of records the payer is responsible for.

Automatic Application Business Rules

With Automatic Application business rules, you can specify how Student Billing automatically applies payments and credits. You can also determine what happens if new charges are created while unapplied payments or credits exist. If you mark “As defined on each record”, Student Billing applies the payment or credit if the Automatically apply new payments and Automatically apply new credits checkboxes are marked on the student’s Bio 2 tab. To change business rules, access the Configuration page and click Business Rules. The Business Rules page appears.

<table>
<thead>
<tr>
<th>Evenly across students and individuals</th>
<th>Calculation: Amount of payment / number of students + payer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In this case, there are three students plus Alex so the calculation is $1500 / 4 = $375.00</td>
</tr>
<tr>
<td></td>
<td>Jennifer = $375.00</td>
</tr>
<tr>
<td></td>
<td>Michael = $375.00</td>
</tr>
<tr>
<td></td>
<td>Samantha = $375.00</td>
</tr>
<tr>
<td></td>
<td>Alex = $375.00</td>
</tr>
</tbody>
</table>
Set the following fields to automatically apply to oldest transactions first. Marking this checkbox configures the Automatic Application business rules to mimic a “balance forward” billing system in which payments and credits are applied to the oldest charges first, reducing the overall balance of the record.

If you mark this option, be aware that if you add a transaction with a transaction date before existing transactions, the application process will not adjust to this and you will no longer have payments and credits applied correctly. This could affect your finance and late charge calculations, and you would have to remove the applications and add them back correctly manually.

Automatically apply new payments. With this business rule, you can select when to automatically apply new payments. You can select Always, Never, or As defined on each record. If you select As defined on each record, mark Automatically apply new payments on the Bio 2 tab on the student, individual, or organization record to automatically apply payments.

Automatically apply new credits. With this business rule, you can select when to automatically apply new credits. You can select Always, Never, or As defined on each record. If you select As defined on each record you will also need to mark Automatically apply new credits on the Bio 2 tab on the student, individual, or organization record to automatically apply credits.

When applying automatically, apply to. With this business rule, you determine whether automatic payment and credit applications are first applied to the oldest charges or the most recent charges. The default setting is Oldest charges.

Apply to owner’s charges. This business rule determines how payments and credits are applied for students, individuals, and organizations who are responsible for multiple sets of charges. You can select “with others’ based on above rules”, “before applying to others’ charges”, or “only after applying to other’s charges”.

When entering new charges and unapplied credits or payments exist. With this business rule, you can select what happens when new charges are entered and unapplied credits or payments exist. You can select “always apply the credits and payments automatically”, “never apply the credits and payments automatically”, or “ask each time whether to apply the credits and payments automatically”.

When applying automatically, apply to. With this business rule, you determine whether automatic payment and credit applications are first applied to the oldest payments and credits or the most recent payments and credits. The default setting is Oldest payments or credits.

Include inactive students/individuals/organizations. With this business rule, Student Billing includes inactive students, individuals, or organizations when automatically applying payments and credits.
Student Business Rules

With student business rules, **Student Billing** can prevent adding new charges for students if their account is on hold, or if they exceed their credit limit. You can set rules to generate new student IDs automatically, to prevent data entry to the Individual ID field, and to specify search criteria for determining if duplicate students exist. To change business rules, access the Configuration page and click Business Rules. The Business Rules page appears.

**Allow students to exceed credit limits.** With this business rule, you can choose to always or never allow students to exceed their credit limits or to have the system ask each time the situation arises. This applies to all student charges.

**Allow new charges when account is On Hold.** With this business rule, you can choose to always or never allow charges for an account on hold or to have the system ask each time the situation arises.

**Automatically generate student IDs starting with.** With this business rule marked, **Student Billing** automatically generates new student ID numbers when you add students to the database. You also designate the first number to use when creating student ID numbers. This business rule is shared with **Admissions Office** and **Registrar’s Office**. If you change settings in one program, they default to the other programs automatically.

**Student IDs are [ ] characters long.** With this business rule, you designate how many characters to use when automatically generating student ID numbers. This business rule is shared with **Admissions Office** and **Registrar’s Office**. If you change settings in one program, they default to the other programs automatically.
Prefix student ID with. With this business rule marked, you can enter a prefix of up to five characters to add to each new student ID. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Prevent data entry to the student ID field. With this business rule, you can lock student ID numbers so they cannot be edited. This feature prevents missing or duplicate student IDs. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Display Marital Status and Maiden Name fields for students. With this business rule marked, Student Billing automatically searches for duplicates when you save a new charge. In the corresponding field, you can require the program to disallow duplicate charges or warn the user if duplicate charges are found. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Use this billing option. For this business rule, select the default method for assigning payment responsibility. If you select Assign all charges to this student’s account, all charges are assigned to the student when a new student record is created in Student Billing. If you select Assign each charge to a payer’s account, charges are assigned to the student’s payers. The payer setting you select becomes the default value in the Billing option field on the Bio 2 tab of the student record. You can later change this value on the student record unless you select Never for the Allow this setting to be changed business rule.

We use the term “student-centric” to describe billing systems that use the “Assign all charges to this student’s account” rule. “Payer-centric” billing systems use the “Assign each charge to a payer’s account” rule.

Allow this setting to be changed. Use this business rule to determine if the payer setting selected for the Use this billing option business rule can be changed on the student record. You can select On each student to allow the setting to be changed on a case by case basis. Or you can select Never so the payer setting can never be changed on individual student records.

If you later change the setting for the Use this billing option business rule or the Allow this setting to be changed business rule, this change will not affect existing transactions, only those from that point forward.

When an applicant is enrolled or a new student is created in Education Edge, default billing status to. With this business rule, you can designate the default billing status for new students or enrolled applicants. You create new billing status entries on the Tables page. This business rule applies only if you have Admissions Office, Registrar’s Office, and Student Billing installed.

When a new student is created in Education Edge, default billing status to. With this business rule, you can designate the default billing status for new students. You create new billing status entries on the Tables page. This business rule applies if you have both Registrar’s Office and Student Billing installed, and do not have Admissions Office.
When an applicant is enrolled in Education Edge, default billing status to. With this business rule, you can designate the default billing status for enrolled applicants. You create new billing status entries on the Tables page. This business rule applies if you have both Admissions Office and Student Billing installed, and do not have Registrar’s Office.

Mark the following relationships to receive statements. If you have Admissions Office or Registrar’s Office, the Mark the following relationships to receive statements box appears. Mark the checkbox for each relationship type you want to receive statements by default. For each relationship type you mark, the Receives Statement checkbox is marked automatically on the Relationships tab of the student record.

Mark the following relationships as payers. If you selected Assign each charge to a payer’s account for the Use this billing option business rule, and you have Admissions Office or Registrar’s Office, the Mark the following relationships as payers box appears. Mark the checkbox for each relationship type you want added to student’s Payers tab by default.

The Default enrollment status field is a required entry. You must enter an entry in this field before saving student business rules.

Default enrollment status. With this business rule, you designate a default enrollment status for new students. This field is a required entry. This rule does not apply if you have Registrar’s Office installed.

Display class of using. In this grid, you can select a two or four-digit format for the student’s graduating class.

Base student age on. In this grid, you can select to view a student’s age as of the system date, the academic year, or a specify date.

Duplicate criteria for students. In this grid, you select specific student record fields to use as criteria when searching for duplicate students. You can select from a variety of criteria fields, including student name and address. The duplicate search is useful for preventing users from entering duplicate student and organization records.

Automatically check for duplicate students. With this business rule, Student Billing automatically searches for duplicates when you save a new student. In the corresponding field, you can require the program to disallow duplicate students or warn the user if duplicate students are found.
Individual Business Rules

With individual business rules, **Student Billing** can generate new individual IDs automatically and prevent data entry to the **Individual ID** field. You can also set duplicate individual criteria to determine if duplicate individuals exist. To change business rules, access the Configuration page and click **Business Rules**. The Business Rules page appears.

**Allow individual to exceed credit limits.** With this business rule, you determine whether individuals are able to exceed their credit limits. This applies to all individuals’ charge.

**Allow new charges when account is On Hold.** With this business rule, you can choose to never allow charges for an account on hold or to have the system ask each time the situation arises.

**Automatically generate individual IDs starting with.** With this business rule marked, **Student Billing** automatically generates new individual ID numbers when you add individuals to the database. You also designate the first number to use when creating individual ID numbers. This business rule is shared with **Admissions Office** and **Registrar’s Office**. If you change settings in one program, they default to the other programs automatically.

**Individual IDs are [ ] characters long.** With this business rule, you designate how many characters to use when automatically generating individual ID numbers. This business rule is shared with **Admissions Office** and **Registrar’s Office**. If you change settings in one program, they default to the other programs automatically.

**Prefix individual ID with.** With this business rule marked, you can enter a prefix of up to five characters to add to each new individual ID. This business rule is shared with **Admissions Office** and **Registrar’s Office**. If you change settings in one program, they default to the other programs automatically.
Prevent data entry to the individual ID field. With this business rule, you can lock individual ID numbers so they cannot be edited. This feature prevents missing or duplicate individual IDs. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

When a new individual is created in Education Edge, default billing status to. With this business rule, you can designate the default billing status for new individuals. You create new billing status entries on the Tables page.

Duplicate criteria for individuals. In this grid, you select specific individual record fields to use as criteria when searching for duplicate individuals. You can select from a variety of criteria fields, including name and address. The duplicate search is useful for preventing users from entering duplicate individual records.

Automatically check for duplicate individuals. With this business rule, Student Billing automatically searches for duplicates when you save a new individual. In the corresponding field, you can require the program to disallow duplicate individuals or warn the user if duplicate individuals are found.

Organization Business Rules

With individual business rules, Student Billing can generate new organization IDs automatically and prevent data entry to the Organization ID field. You can also set duplicate organization criteria to determine if duplicate organizations exist. To change business rules, access the Configuration page and click Business Rules. The Business Rules page appears.
Allow organization to exceed credit limits. With this business rule, you determine whether organizations are able to exceed their credit limits. This applies to all organizations’ charge activity.

Allow new charges when account is On Hold. With this business rule, you can choose to never allow charges for an account on hold or to have the system ask each time the situation arises.

Automatically generate organization IDs starting with. With this business rule marked, Student Billing automatically generates new organization ID numbers when you add organizations to the database. You also designate the first number to use when creating organization ID numbers. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Organization IDs are [ ] characters long. With this business rule, you designate how many characters to use when automatically generating organization ID numbers. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Prefix organization ID with. With this business rule marked, enter a prefix of up to five characters to add to each new organization ID. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

Prevent data entry to the organization ID field. With this business rule, you can lock organization ID numbers so they cannot be edited. This feature prevents missing or duplicate organization IDs. This business rule is shared with Admissions Office and Registrar’s Office. If you change settings in one program, they default to the other programs automatically.

When a new organization is created in Education Edge, default billing status to. With this business rule, you can designate the default billing status for new organizations. You create new billing status entries on the Tables page.

Duplicate criteria for organizations. In this grid, you select specific organization record fields to use as criteria when searching for duplicate organizations. You can select from a variety of criteria fields, including name and address. The duplicate search is useful for preventing users from entering duplicate organization records.

Automatically check for duplicate organizations. With this business rule, Student Billing automatically searches for duplicates when you save a new organization. In the corresponding field, you can require the program to disallow duplicate organizations or warn the user if duplicate organizations are found.

When creating business relationships, [ ] address information. When you add an organization as a business relationship to a record, this business rule determines whether an organization’s address is copied and shared between the two records. Your selection here is the default.
Charge Business Rules

With charge business rules you can set a default due date for all charges originating in Student Billing or choose not to use a default due date. You can also define duplicate charge criteria for the system to use when searching for duplicate charges and choose to exclude Do Not Post from the available post status options. To change business rules, access the Configuration page and click Business Rules. The Business Rules page appears.

**Do not default due date.** By marking this business rule, you can choose not to use a default due date for charges in Student Billing.

[] days from the transaction date. With this business rule, you can set a default due date based on a specific number of days after the transaction date. Enter the specific number of days in the corresponding field.

The [] day of the [] month. With this business rule, you can set a default due date in terms of day and month order. If you mark this option, enter the combination of day and month terms to use for the due date. For example, you can make the due date the Last day of the Next month or the 16th day of the Current month.

The same transaction date of the next month. With this business rule, you can set the default due date for payment a month from the transaction date.

Exclude “Do Not Post” as a post status. With this business rule marked, the charge post status defaults to Not yet posted and the Do Not Post option is not available.

Setting a default due date for charges is a great way to save time during data-entry because it saves you from having to manually enter the due date each time you create a charge record.
**Duplicate charge criteria.** In this grid, you select specific charge record fields to use as criteria when searching for duplicate charges. The criteria fields you can use to search for duplicates include billing item/product, due date, transaction date, and transaction amount. The duplicate search is useful for preventing users from entering duplicate charges.

**Automatically check for duplicate charges.** With this business rule marked, Student Billing automatically searches for duplicates when you save a new charge. In the corresponding field, you can require the program to disallow duplicate charges or warn the user if duplicate charges are found.

If you do not mark the **Automatically check for duplicate records** business rule, there is no other method for checking for duplicates directly from Fast!. Because it is so easy to mistakenly enter duplicate records in a datasheet, we recommend that you always mark the duplicates business rule. This prevents creating any duplicate records in Fast!, even if you set the business rule to “Warn user”.

**Credit Business Rules**

With credit business rules, you can exclude Do not post as a post status for credits, specify field names to use when searching for duplicate credit criteria, and enable automatic duplicate credit searches. To change business rules, access the Configuration page and click **Business Rules**.

**Exclude “Do Not Post” as a post status.** With this business rule marked, the credit post status defaults to Not yet posted and the Do not post option is not available.
**Duplicate credit criteria.** In this grid, you select specific credit record fields to use as criteria when searching for duplicate credits. The criteria fields you can use to search for duplicates includes billing item/product, transaction date, and transaction amount. The duplicate search is useful for preventing users from entering duplicate credits.

**Automatically check for duplicate credits.** With this business rule marked, *Student Billing* automatically searches for duplicates, using the criteria selected, when you save new credit records. In the corresponding field, you can require the program to disallow duplicate credits or warn the user if duplicate credits are found.

**Invoice Business Rules**

By setting invoice business rules, you can designate several settings that affect invoicing. For example, you can select whether to generate automatic invoice IDs, and control data entry to the invoice ID field so IDs cannot be changed. You can also enter a default statement to appear on all invoices, as well as designate settings for handling duplicate invoices. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

**Automatically generate invoice IDs starting with [ ].** With this business rule, you can set *Student Billing* to automatically generate invoice IDs starting with a specific number. This rule is enabled by default.

**Prevent data entry to the invoice ID field.** With this business rule marked, you can prevent users from changing automatically generated invoice IDs. To allow data entry in the invoice ID field do not mark this rule and select an option for handling duplicates from the list. You can select Warn when a duplicate invoice ID is entered or Do not allow duplicate invoice IDs.
Add this statement comment as the default on new invoices. With this business rule, you can enter a comment that appears by default on all printed invoices.

Duplicate invoice criteria. In this grid, you select field names for finding duplicate records in queries and duplicate invoice searches.

Automatically check for duplicate invoices. With this business rule marked, Student Billing automatically searches for duplicates when you save a new invoice. From the list, select how to handle duplicates. You can select Warn user or Do not allow duplicate invoices.

**Invoice Line Item Business Rules**

By setting invoice line item business rules, you can exclude Do Not Post as a post status for invoice line items. To change business rules, from the Configuration page, click Business Rules. The Business Rules page appears.

Exclude “Do Not Post” as a post status. With this business rule marked, the invoice line item post status defaults to Not yet posted and the Do not post option is not available.

**Return Business Rules**

By setting return business rules, you can designate several settings that affect returns. For example, you can select whether to generate automatic return IDs, and control data entry to the return ID field so IDs cannot be changed. You can also enter a default statement to appear on all returns. To change business rules, from the Configuration page, click Business Rules. The Business Rules page appears.

Automatically generate return IDs starting with []. With this business rule, you can set Student Billing to automatically generate return IDs starting with a specific number. This rule is enabled by default.
**Prevent data entry to the return ID field.** With this business rule marked, you can prevent users from changing automatically generated return IDs. To allow data entry in the return ID field, clear the mark from the checkbox and select an option for handling duplicates. You can select Warn when a duplicate return ID is entered or Do not allow duplicate return IDs. This rule is marked by default and is enabled only if you are automatically generating return IDs.

**Add this statement comment as the default on new returns.** With this business rule, you can enter a comment that appears by default on all printed returns.

### Return Line Item Business Rules

By setting return line item business rules, you can exclude Do Not Post as a post status for return line items. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

**Exclude “Do Not Post” as a post status.** With this business rule marked, the return line item post status defaults to Not yet posted and the Do not post option is not available.
Advance Deposit Business Rules

With advance deposit business rules, you can specify field names to use when searching for duplicate advance deposits, and you can enable automatic duplicate advance deposit searches. You can also prevent Student Billing from inserting a default due date on new advance deposits. To change business rules, access the Configuration page and click Business Rules.

Do not default due date. By marking this business rule, you can choose not to use a default due date for advance deposits in Student Billing.

[ ] days from the transaction date. With this business rule, you can set a default due date based on a specific number of days after the transaction date. Enter the specific number of days in the corresponding field.

The [ ] day of the [ ] month. With this business rule, you can set a default due date in terms of day and month order. If you mark this option, enter the combination of day and month terms to use for the due date. For example, you can make the due date the Last day of the Next month or the 16th day of the Current month.

The same transaction date of the next month. With this business rule, you can set the default due date for payment a month from the transaction date.

Duplicate advance deposit criteria. In this grid, you select specific advance deposit record fields to use as criteria when searching for duplicate advance deposits. The criteria fields you can use to search for duplicates includes transaction date, transaction amount, due date, and billing item. The duplicate search is useful for preventing users from entering duplicate advance deposits.

Setting a default due date for advance deposits is a great way to save time during data-entry because it saves you from having to manually enter the due date each time you create an advance deposit record.
Automatically check for duplicate advance deposits. With this business rule marked, Student Billing automatically searches for duplicates, using the criteria selected, when you save new advance deposit records. In the corresponding field, you can require the program to disallow duplicate advance deposits or warn the user if duplicate advance deposits are found.

Financial Aid Business Rules

With Financial Aid business rules, you can set a rule that requires Student Billing to automatically check for duplicate financial aid records and specify field names to use when searching for duplicate financial aid criteria.

Financial Aid Business Rules

Duplicate financial aid criteria. In this grid, you select specific financial aid record fields to use as criteria when searching for duplicate financial aid records. The criteria fields you can use to search for duplicates includes transaction date, transaction amount, and billing item. The duplicate search is useful for preventing users from entering duplicate financial aid records.

Automatically check for duplicate financial aid records. With this business rule marked, Student Billing automatically searches for duplicates, using the criteria selected, when you save new financial aid records. In the corresponding field, you can require the program to disallow duplicate financial aid records or warn the user if duplicate records are found.
Billing Schedule Business Rules

With Billing Schedule business rules, you can set a rule that requires *Student Billing* to automatically check for duplicate billing schedules, and you can specify field names to use when searching for duplicate billing schedule criteria.

**Duplicate billing schedule criteria.** In this grid, you select specific billing schedule record fields to use as criteria when searching for duplicate billing schedule records. The criteria fields you can use to search for duplicates includes transaction date, transaction amount, and billing item. The duplicate search is useful for preventing users from entering duplicate billing schedule records.

**Automatically check for duplicate billing schedule records.** With this business rule marked, *Student Billing* automatically searches for duplicates, using the criteria selected, when you save new billing schedule records. In the corresponding field, you can require the program to disallow duplicate billing schedule records or warn the user if duplicate records are found.
Deposit Business Rules

By setting deposit business rules, you can set a safeguard to warn you if receipt totals do not match projections and exclude “Do Not Post” as a post status. To change business rules, from the Configuration page, click Business Rules. The Business Rules page appears.

Warn if actual receipt totals do not match the projected total. Mark this option as a safeguard to notify you if actual receipt totals are different from projected totals.

Exclude “Do Not Post” as a post status. With this business rule marked, the deposit post status defaults to Not yet posted and the Do not post option is not available.

Default payment method. In the Default payment method field, you can select a default payment method for new deposit records. Your selection appears automatically on the deposit record when you create a new deposit, as well as any payments associated with that deposit record.
Payment Business Rules

With payment business rules, you can specify field names to use when searching for duplicate payment criteria and enable automatic duplicate payment searches. You can also define a default statement description for payments. To change business rules, access the Configuration page and click **Business Rules**.

**Default statement description.** With this business rule marked, you can enter a default description that appears on statements.

**Warn if new payments are not fully applied.** With this business rule marked, a safeguard warning appears to notify users when payments are not fully applied.

**Allow users to enter checks where the check date is after the payment date.** With this business rule, you can determine whether **Student Billing** should permit users to enter checks if the payment date has already passed. You can select Never, Ask, or Always.

**When applying payments, show balance as of.** With this business rule marked, you can select whether to view the balance as of today or the last statement date. If you unmark this business rule, the **Balance** column will not appear on payment distributions.

In the **Show** field, you can select whether to show the entire balance remaining, or just the balance for this payer.

**Allow inactive students/individuals/organizations to make payments.** With this business rule marked, you can prevent inactive payers from making payments.
Automatically create a non-sufficient funds charge using billing item when voiding the payment and creating an adjustment. With this business rule marked, you can require Student Billing to automatically create a non-sufficient funds charge when voiding a payment and creating an adjustment. If you mark this rule, you must select a billing item for the non-sufficient funds charge.

Duplicate payment criteria. In this grid, you select specific payment record fields to use as criteria when searching for duplicate payments. The criteria fields you can use to search for duplicates includes payment date and amount. The duplicate search is useful for preventing users from entering duplicate payments.

Automatically check for duplicate payments. With this business rule marked, Student Billing automatically searches for duplicates, using the criteria selected, when you save new payment records. In the corresponding field, you can require the program to disallow duplicate payments or warn the user if duplicate payments are found.

If you do not mark the Automatically check for duplicate records business rule, there is no other method for checking for duplicates directly from Fast!. Because it is so easy to mistakenly enter duplicate records in a datasheet, we recommend that you always mark the duplicates business rule. This prevents creating any duplicate records in Fast!, even if you set the business rule to “Warn user”.

Refund Business Rules

With refund business rules, you can exclude Do not post as a post status for refunds, specify field names to use when searching for duplicate refund criteria, and enable automatic duplicate refund searches. To change business rules, access the Configuration page and click Business Rules.
Exclude “Do Not Post” as a post status. With this business rule marked, the refund post status defaults to Not yet posted and the Do not post option is not available.

Duplicate refund criteria. In this grid, you select specific refund record fields to use as criteria when searching for duplicate refunds. The criteria fields you can use to search for duplicates include billing item, transaction date, and amount. The duplicate search is useful for preventing users from entering duplicate refunds.

Automatically check for duplicate refunds. With this business rule marked, Student Billing automatically searches for duplicates when you save a new refund. In the corresponding field, you can require the program to disallow duplicate refunds or warn the user if it finds duplicate refunds.

Queue Business Rules

By setting Queue business rules, Student Billing can add and remove queues from a schedule of tasks. To define business rules for Queue, select Queue on the left side of the Business Rules page and make selections on the right.

<table>
<thead>
<tr>
<th>Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add recurring queues to the schedule list [ ] days BEFORE the scheduled start date.</td>
</tr>
<tr>
<td>Remove queues from the schedule list [ ] days AFTER they have been processed.</td>
</tr>
<tr>
<td>When generating emails from queue, use [ ] to send emails.</td>
</tr>
<tr>
<td>“From” address for Queue emails [ ]</td>
</tr>
</tbody>
</table>

Add recurring queues to the schedule list [ ] days BEFORE the scheduled start date. With this business rule, you can select the number of days before the scheduled start date to add recurring queues.

Remove queues from the schedule list [ ] days AFTER they have been processed. With this business rule, you can remove queues from the schedule after they have been processed.

When generating emails from queue, use [ ] to send emails. With this business rule, you can select the email format. Your choices include “MIME” and “UUEncode.” We recommend you use the MIME format because most email client programs support this format. Select “UUEncode” if you are having trouble with attachments, or if you communicate with a domain that continues to use UUEncode.

“From” address for Queue emails. With this business rule, you enter a correctly formatted email address from which the Queue emails will be sent. Please note, if you enter the “Mail from” address on the Miscellaneous tab of a Queue, the address you enter here will be overridden.

If you are on the Windows Server 2008 operating system and want to send scheduled Queue emails, this field is required.
A table is a field in which you can predefine entries to save time and promote consistency for your data entry.

Tables

Tables increase data entry speed and accuracy throughout the program. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

Some tables, such as the State table, contain predefined values. For others, you define the entries. For example, in the Grade Level table, you must define entries for your school’s grade levels before you can add promotion schedules on the Promotion Schedule page. Some table entries require you to enter only a description, while other table entries request more detail. For example, the Phone Type table requires a type and a phone number format, and the Journal table provides fields for short and long descriptions. When adding table entries, you must enter a long description, but the short description defaults to the first two characters of the long description unless you specify otherwise.

You can click the down arrow on the right side of a field or press F4 to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press F7 to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set up system security page of Administration. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports.

This section contains procedures for adding, deleting, printing, and organizing tables and table entries.
Adding a table

1. From the Configuration page, click **Tables**. The Tables page appears.

2. On the Tables page, in the **Type** field, select “<All Tables>”, “Student Billing”, or “Shared Tables”. Tables appear in the box on the left.

3. At the bottom of the screen, click **Add new table**. The New Code Table screen appears.

4. In the **Table Name** field, enter a name to identify the table, such as “Departments”, “Budgets”, “Managers”, or “Programs”.

5. To give the table a short description of up to six characters, mark **Use Short Description of**. In the [ ] characters field, enter a number of one to six. If you use this table as a segment in your account numbers, you must give it a short description.

6. To save the table and return to the Tables page, click **OK**.
Tables can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

➢ **Deleting a table**

Before you can delete a table defining attribute types, you must first delete all related table entries. Then, delete the attribute from the Attributes page of Configuration before deleting the table.

1. To delete a table, from the Tables page select the table to delete.

2. At the bottom of the screen, click **Delete table**. A message appears, asking if you are sure you want to delete the table.

3. To delete the table and return to the Tables page, click **Yes**.

➢ **Printing a table**

1. From the menu bar on the Tables page, select **File, Print**.

3. To print specific tables, leave the **Include Selected Code Tables Only** checkbox marked. To print all tables, remove the checkmark.

4. If you left the **Include Selected Code Tables Only** checkbox marked, in the **Code tables** box, select the tables to print. Click the right arrow to move your selections to the **Code tables to include** box.

5. To include inactive table entries on the report, mark **Include inactive table entries**.

6. To include empty code tables on the report, mark **Include empty code tables**.

7. To print each table on a separate page, mark **Print one table per page**.

8. To view the print layout, click **Preview**.

9. To print the report and return to the Tables page, click **Print**.
Adding a table entry

1. From the Configuration page, click Tables. The Tables page appears.

2. In the box on the left, select the table in which to add the new table entry. Table entries appear in a grid on the right.

3. Select New Table Entry. The New Table Entry screen appears.

4. In the Description field, enter a description for the new table entry. Depending on the field you add, you may be asked to enter other fields, such as Short Description or Phone Number Type.

5. To make the new table entry inactive, mark Inactive.

6. To save the new table entry and return to the Tables page, click OK.
Inserting a table entry

1. On the Tables page, select the table in which to insert a new entry. Table entries appear in a box on the right.

2. In the table entry box, select the entry below the point where to insert the new entry.
3. Click **Insert**. The New Table Entry screen appears.

![New Table Entry Screen](image)

4. In the **Short description** field, enter a short description for the new entry.

5. In the **Long description** field, enter a long description. Depending on the new entry you add, you may be asked to enter other fields, such as **Phone Number Type** or **Phone Number Format**.

6. To make the new table entry inactive, mark **Inactive**.

7. To save the new table entry and return to the Tables page, click **OK**. The new entry appears above the selected entry.

### Sorting table entries

1. On the Tables page, select the table to sort. Table entries appear in a box on the right.

Tables with numbers are sorted by the first digit of the entry. For example, 2,000 would come before 40.00 (in ascending order). Therefore, you should avoid sorting currency tables or tables that contain dollar amounts.
2. Click **Sort**. The Sort Table Options screen appears.

   ![Sort Table Options](image)

3. To sort the table in ascending order alphabetically or numerically, in the **Sort Order** frame, mark **Ascending**. To sort the table in descending order, mark **Descending**.

4. To sort table entries by descriptions, in the **Sort By** frame, mark **Description**. To sort table entries by short descriptions, mark **Short Description**. If the table you are sorting does not have a short description, the **Short Description** option is disabled.

5. To sort your table entries and return to the Tables page, click **OK**.

   ➢ **Cleaning up table entries**

   To ensure consistent data entry and accurate queries and reports, we recommend limiting rights to tables to key users. Otherwise, you may have duplicate table entries within a table, for example, “Call”, “Phone Call”, and “Telephone Call” in the **Action Type** table. However, if you find duplicate table entries, you can use **Table Cleanup** to replace duplicate entries with one entry. Before editing table entries, make sure no other users are in the program.

   1. On the Configuration page, click **Tables**. The Tables page appears.
2. In the box on the left, select the table to clean up. Existing table entries appear in a grid on the right.

3. On the action bar, click **Table Cleanup**. The <Table Name> Table Cleanup screen for the selected table appears. A list of areas in the program that can use the selected table appear in the box on the right.

4. In the <Table name> table entries to be replaced grid, select a table entry to replace. The program will replace these entries on all records on which they appear.

5. To replace the selected entry, in the **Replace with** field, select a table entry.

6. To delete the entries you are replacing so they cannot be used again on records, mark **Delete table entries that are being replaced**.

7. Continue making selections in the grid and **Replace with** field. Once you finish making selections, click **Replace Now** to replace the entries used in the program.

8. The program replaces the table entries you selected. A message appears telling you that the table cleanup finished successfully. Click **OK**. You return to the <Table Name> Table Cleanup screen.
9. To return the Tables page, click close the screen. If you marked **Delete table entries that are being replaced**, the entries you replaced no longer appear on the Tables page.

- **Moving a table entry**
  1. On the Tables page, select the table containing the entry to move. Table entries appear in a box on the right.
2. In the table entry box, select the entry to move.

3. To move the entry, click Up or Down.

4. When you select another table or exit the Tables page, your changes are saved automatically.

Fields

In Student Billing, you can define field characteristics for most records, including students, individuals, organizations, credits, charges/refunds, and financial aid applications. From the Fields page of Configuration you can rename some fields and change a field’s status from optional to required, ensuring the field must contain an entry before the record is saved. You can hide fields you do not use to prevent data entry, and you can edit field characteristics at any time.

You can also add lookup fields, which are similar to tables, in which you define entries. Using lookup fields helps standardize entries and increases the consistency and speed of data entry. You add, edit, and delete lookup field table entries from the lookup field screen. To access a lookup field from a record, place the cursor in a lookup field and press F7. The lookup field screen appears, displaying a list of entries from which you can select. For more information about lookups, see the Program Basics Guide.
Setting field characteristics

1. From the Configuration page, click **Fields**. The Fields page appears.

2. In the box on the left, select a field type. For example, select “Credit” to adjust fields on credit records. Options for the field type appear in a grid on the right.

3. In the fields grid, field names appear in the **Field** column. To change the display name of a field, where applicable, enter a new name in the **Display As** column on the same row.

4. To make a field required, in the field row, mark **Required**. A required field must contain information before the record is saved.

5. To hide a field, mark **Hidden**. A hidden field may contain information but does not appear on a record. You can use this checkbox to hide fields your organization no longer uses.

6. To make a field a lookup field, mark the checkbox in the **Lookup** column. In **Student Billing**, you can create lookups for students, individuals, and organizations. Other lookup fields are for informational purposes only, displaying the default lookup status of each field.

7. When you exit the fields screen, your changes are saved automatically.

Determination Tables

If you marked the **Generate transactions based on information from The Registrar’s Office** business rule to enable the Registrar’s Office and billing integration functionality, the **Determination Tables** link is enabled on the Configuration page. Using determination tables, you define which billing item to use for course fees when generating an invoice line item.

Before you create the determination tables, consider these points about billing items:

- If you use a copy of an existing determination table to create a new one, you may need to update the billing items selected in the table if the date ranges for the billing items are no longer valid.

- While you can define one billing item to use for most, if not all charges, we recommend creating multiple billing items to provide details for reporting purposes. For example, reports can be filtered or subtotaled more easily by individual billing items such as “full-time tuition”, “part-time tuition”, “audit tuition”, or “lab fees”.

- We recommend that you select only billing items with the **Allow users to edit the amount on transactions** option marked to avoid an exception occurring during processing.
Adding determination tables

1. From the Configuration page, click **Determination Tables**. The Determination Tables page appears.

2. Click **New Determination Table**. The Determination Table screen appears.

3. In the **Academic Year** field, select the academic year you want to define a table for.

4. In the **Session** field, select the session you want to define a table for.

5. To generate student transactions based on course fees defined on the course record, mark **Generate specific course fees from enrollment information in The Registrar’s Office**.

6. In the **Use this billing item for fixed amount course fees without billing items specified** field, select the billing item to use when course fees are specified on the course record as Fixed amount fees.
7. In the **Use this billing item for amount per credit course fees without billing items specified** field, select the billing item to use when course fees are specified on the course record as Amount per credit fees.

8. Select the Residence Fees tab.

9. To define how student transaction fees are generated for residence life, mark **Generate residence fees from residence life information in The Registrar’s Office**.

10. In the **Include only the students with these board types** box, mark the board types to include when you generate transactions. For example, if you do not charge residence fees for off-campus students, unmark the off-campus checkbox.

11. In the **Use this billing item to bill for the residence by default** field, select the billing item to use. Depending on the complexity of your school’s billing strategy, you can use this field in one of two ways:
   - For simpler billing strategies, use this field as the default billing item for all residences. If you charge the same fee for all residences, use this field only.
If you charge different fees for the type of residence, we recommend you define separate residence billing items for each type. For more information about how to create billing items, see the Products and Billing Items chapter of the Records Guide for Student Billing.

- For more complex billing strategies, use the default billing item as an exception when the residence information on the student’s residence life record does not meet the criteria in the exceptions grid. If you charge different fees for types of residences, enter a default billing item and then add as many billing exceptions for each type of residence.

12. In the grid, you can define billing item exceptions. Click Add Billing Exception to add a row to the grid. In the columns, select criteria for the billing exception.

If you do not define any billing item exceptions, all students are billed using the billing item selected in the Use this billing item to bill for the residence by default field.

13. Select the Meal Plan Fees tab.
14. To define how student transaction fees are generated for meal plans, mark **Generate meal plan fees from residence life information in The Registrar’s Office**.

15. In the **Use this billing item to bill for the meal plan by default** field, select the billing item to use.

16. In the grid, you can define billing item exceptions. Click **Add Billing Exception** to add a row to the grid. In the columns, select criteria for the billing exception.

   If you do not define any billing item exceptions, all students who have a meal plan assigned are billed using the billing item selected in the **Use this billing item to bill for the residence by default** field.

17. Click **Save and Close** to save the table and return to the Determination Tables page.

### Reversal Schedules

If you marked the **Generate transactions based on information from The Registrar’s Office** business rule to enable the Registrar’s Office and billing integration functionality, the **Reversal Schedules** link is enabled on the Configuration page. On the Reversal Schedules page, you define how course fee transactions are reversed with credits, adjusted, or deleted based on student enrollment changes. You also define the percentages to credit back to students for different date ranges. If you have the optional module, **Residence Life**, you define how residence and meal plan fees are reversed with credits, adjusted, or deleted based on their residence life participation.

For more information about setting up Registrar’s Office and billing integration, see “Registrar’s Office and Billing Integration” on page 133.
Adding a reversal schedule

1. From the Configuration page, click Reversal Schedules. The Reversal Schedules page appears.

To see all fields on the Reversal Schedule screen, you must have the optional module Residence Life.

2. Click New Reversal Schedule. The Reversal Schedule screen appears.

3. In the Academic year field, select the academic year you want to define a schedule for.

4. In the Session field, select the session you want to define a schedule for.

5. In the From Date column, select the start date for the range.

6. In the To Date column, select the ending date for the range.

7. In the Credit % column, enter the percentage of the amount to credit or adjust for that period.

8. If the percentage in the Credit % column is 100%, you can mark the checkbox in the Delete Unpaid Line Item column to delete the line item.

We recommend creating two rows in the table in which the credits equal 100%:

- In the first row, set the date range for the drop/add period in the schedule before statements are sent in which your school credits 100% of charges. Mark the checkbox in the Delete Unpaid Line Item column to reduce the number of extra records kept in the database. You should mark this option for only the period before statements or reports are generated to prevent losing an audit trail for charges.
• In the second row, set the date range for the remainder of the drop/add period after statements are sent in which your school credits 100% of charges. Leave the Delete Unpaid Line Item checkbox unmarked so a record of the credit is maintained and provides an audit trail for charges that appeared on statements or reports.

9. In the Course Fees to Include column, you can select which course fees to credit, adjust, or delete during this period.

10. Click the Residence Fees tab.

11. In the From Date column, select the start date for the range.

12. In the To Date column, select the ending date for the range.

13. In the Credit By column, select whether to credit by percentage, prorating daily, or prorating weekly.

   • To reverse based on a date range you assign a percentage, select Percentage.

   • To reverse based on the total number of days the student was in the residence, select Prorating daily. The program uses the total number of days divided by the total number of days in the session to determine how much to reverse.
• To reverse based on the total number of weeks the student was in the residence, select **Prorating weekly**. The program uses the total number of weeks divided by the total number of weeks in the session to determine how much to reverse.

14. If you selected **Percentage**, in the **Credit %** column, enter the percentage of the amount to credit or adjust for that period.

15. If the percentage in the **Credit %** column is 100%, you can mark the checkbox in the **Delete Unpaid Line Item** column to delete the line item.

   We recommend creating two rows in the table in which the credits equal 100%:
   - In the first row, set the date range for the drop/add period in the schedule *before statements are sent* in which your school credits 100% of charges. Mark the checkbox in the **Delete Unpaid Line Item** column to reduce the number of extra records kept in the database. You should mark this option for only the period before statements or reports are generated to prevent losing an audit trail for charges.
   - In the second row, set the date range for the remainder of the drop/add period *after statements are sent* in which your school credits 100% of charges. Leave the **Delete Unpaid Line Item** checkbox unmarked so a record of the credit is maintained and provides an audit trail for charges that appeared on statements or reports.

16. Select the Meal Plan Fees tab.

17. In the **From Date** column, select the start date for the range.

18. In the **To Date** column, select the ending date for the range.

19. In the **Credit By** column, select whether to credit by percentage, prorating daily, or prorating weekly.
   - To reverse based on a date range you assign a percentage, select **Percentage**.
   - To reverse based on the total number of days the student used the meal plan, select **Prorating daily**. The program uses the total number of days divided by the total number of days in the session to determine how much to reverse.
• To reverse based on the total number of weeks the student used the meal plan, select **Prorating weekly**. The program uses the total number of weeks divided by the total number of weeks in the session to determine how much to reverse.

20. If you selected **Percentage**, in the **Credit %** column, enter the percentage of the amount to credit or adjust for that period.

21. If the percentage in the **Credit %** column is 100%, you can mark the checkbox in the **Delete Unpaid Line Item** column to delete the line item.

   We recommend creating two rows in the table in which the credits equal 100%:

   • In the first row, set the date range for the drop/add period in the schedule **before statements are sent** in which your school credits 100% of charges. Mark the checkbox in the **Delete Unpaid Line Item** column to reduce the number of extra records kept in the database. You should mark this option for only the period before statements or reports are generated to prevent losing an audit trail for charges.

   • In the second row, set the date range for the remainder of the drop/add period **after statements are sent** in which your school credits 100% of charges. Leave the **Delete Unpaid Line Item** checkbox unmarked so a record of the credit is maintained and provides an audit trail for charges that appeared on statements or reports.

22. To set a reversal schedule for specific meal plans, in the **Meal Plans to Include** column, click the binoculars to select the meal plans.

23. Click **Save and Close** to save the schedule and return to the Reversal Schedules page.

### Distributions

In **Configuration**, distributions are templates you reuse to speed the process of entering transactions. You can enter distributions manually by entering the account, project, class, and transaction code information, or you can use an existing distribution as a template for your new distribution by clicking **Load Distribution**. Distributions are especially helpful if you commonly distribute transactions to the same set of projects, classes, or transaction codes.

This section contains procedures for adding, editing, and deleting distributions.
Account Distributions

Creating and using account distributions in *Student Billing* is an efficient way to distribute activity to accounts. With each account distribution you can also assign activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any *Student Billing* account distribution grid.

**Distribution name.** In this field, enter a unique name for the distribution template.

**Account Number.** In this field, enter an account number for the distribution. Depending on the nature of the transaction, this number appears in the DR or CR Account Number column when a distribution is loaded on a transaction record.

**Account Description.** When you enter a valid account number, the description appears automatically in the *Account Description* column. The Account Description column is for informational purposes only, and cannot be changed.
Percent. In the Percent column, enter the percentage of the distribution for each row.

Project ID. If you have the optional module Projects and Grants, you can enter a project ID number in the Project ID column.

Project Description. When you enter a valid project ID number, the description appears automatically in the Project Description column.

Class. In the Class column, you can select a class for the distribution.

Transaction Codes. If you have the optional module Projects and Grants and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of Configuration in General Ledger. In each transaction code column, you can select a transaction code.

Distribution. To display previously created debit or credit transaction distributions, select a row in the grid and click Distribution.

Load Distribution. To display a list of all existing account distribution templates defined in Configuration, click Load Distribution.

Distribute Evenly. To divide the distribution evenly among all accounts entered in the distribution grid, click Distribute Evenly.

Attributes. To add an attribute to the distribution, click Attributes.

Delete All. To delete all the rows in the grid, click Delete All.

Remaining. The Remaining display at the bottom of the screen shows you how much of the payment has not been distributed.

This section contains procedures for creating account distributions.

- **Manually creating an account distribution**
  1. From the Configuration page, click Distributions. The Distributions page appears.
2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.

3. In the **Distribution name** field, enter a name for the distribution.

4. In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.

5. In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.

6. If you have the optional module **Projects and Grants**, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

7. In the **Class** column, select a class for the distribution.

8. If you have the optional module **Projects and Grants** and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of **Configuration** in **General Ledger**. In the grid, select a value for each transaction code.

9. To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating an account distribution using templates” on page 59.

10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

11. To delete all rows of the grid, click **Delete All**.
12. To save the distribution and return to the Distributions page, click **Save and Close**.

- **Creating an account distribution using templates**
  
  1. From the Configuration page, click **Distributions**. The Distributions page appears.

  ![Configuration • Distributions](image)

  2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.

  ![New Account Distribution](image)

  3. In the **Distribution name** field, enter a name for your distribution.
4. Click **Load Distribution**. The Select a Default Distribution screen appears.

![Select a Default Distribution](image)

5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.

![Tuition Distribution](image)

6. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

7. To delete all rows of the grid, click **Delete All**.

8. To save the distribution and return to the Distributions page, click **Save and Close**.

---

Default distributions are created on the Distributions page of **Configuration**.

You can click **Add New** to create a new default distribution. For more information about default distributions see “Distributions” on page 55.

Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!
Cash Management Distributions

If you have the optional module Cash Management, you can create Cash Management distribution templates in Student Billing to distribute adjustment activity to projects, classes, and transaction codes. The distribution templates you create in Configuration can be used in any Student Billing adjustment distribution grid.

Distribution name. In this field, enter a unique name for the distribution template.

Account Number. In this field, enter an account number for the distribution. Depending on the nature of the transaction (whether the adjustment is a deposit or payment/transfer), this number appears in the DR or CR Account Number column when a distribution is loaded on a transaction record. We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and General Ledger cash account to be out of balance.

Account Description. When you enter a valid account number, the description appears automatically in the Account Description column. The Account Description column is for informational purposes only, and cannot be changed.
When you enter distributions by percent and use **Distribute Evenly**, **Student Billing** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is $33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% ($8.33), 24.992% ($8.33), 24.992% ($8.33), and 25.023% ($8.34).

**Percent.** In the **Percent** column, enter the percentage of the distribution for each row. The total percent for all rows must equal 100 percent.

**Project ID.** If you have the optional module **Projects and Grants**, you can enter or search for a project ID number in the **Project ID** column.

**Project Description.** When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

**Class.** In the **Class** column, you can select a class for the distribution.

**Transaction Codes.** If you have the optional module **Projects and Grants** and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of Configuration in **General Ledger**. In each transaction code column, you can select a transaction code.

**Distribution.** To display saved debit or credit transaction distributions, select a row in the grid and click **Distribution**.

**Load Distribution.** To display a list of all existing Cash Management distribution templates defined in Configuration, click **Load Distribution**.

You can load the templates and edit the account, percentage, or transaction information.

**Distribute Evenly.** To divide the distribution evenly among all account rows entered in the distribution grid, click **Distribute Evenly**.

**Attributes.** To add an attribute to the distribution, click **Attributes**.

**Delete All.** To delete all the rows in the grid, click **Delete All**.

**Remaining.** The Remaining display at the bottom of the screen shows you how much of the adjustment has not been distributed.

This section contains procedures for creating Cash Management distributions.

> **Manually creating a Cash Management distribution**

1. From the Configuration page, click **Distributions**. The Distributions page appears.
2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

3. In the **Distribution name** field, enter a name for the distribution.

4. In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.

5. In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.

6. If you have the optional module **Projects and Grants**, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

7. In the **Class** column, select a class for the distribution.

8. If you have the optional module **Projects and Grants** and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of **Configuration** in **General Ledger**. In the grid, select a value for each transaction code.

9. To load an existing Cash Management distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a Cash Management distribution using templates” on page 64.

10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

---

We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!
11. To delete all rows of the grid, click **Delete All**.

12. To save the distribution and return to the Distributions page, click **Save and Close**.

---

**Creating a Cash Management distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.

2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

3. In the **Distribution name** field, enter a name for your distribution.
4. Click **Load Distribution**. The Select a Default Distribution screen appears.

![Select a Default Distribution](image)

4. Click **Load Distribution**. The Select a Default Distribution screen appears.

5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.

![New Cash Management Distribution](image)

5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.

6. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

7. To delete all rows of the grid, click **Delete All**.

8. To save the distribution and return to the Distributions page, click **Save and Close**.

---

Default distributions are created on the Distributions page of Configuration.

You can click **Add New** to create a new default distribution. For more information about default distributions see “Distributions” on page 55.

Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!
CHAPTER 1

Transaction Distributions

Creating and using transaction distribution templates in *Student Billing* is an efficient way to distribute activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any *Student Billing* transaction distribution grid.

![New Transaction Distribution](image)

**Distribution name.** In this field, enter a unique name for the distribution template.

**Project ID.** If you have the optional module *Projects and Grants*, you can enter a project ID number in the *Project ID* column.

**Project Description.** When you enter a valid project ID number, the description appears automatically in the *Project Description* column.

**Class.** In the *Class* column, you can select a class for the distribution.

**Transaction Codes.** If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in *General Ledger*. In each transaction code column, you can select a transaction code.

**Percent.** In the *Percent* column, enter the percentage of the distribution for each row.

**Load Distribution.** To display a list of all existing account distribution templates defined in *Configuration*, click *Load Distribution*.

**Distribute Evenly.** To divide the distribution evenly among all accounts entered in the distribution grid, click *Distribute Evenly*.

**Delete All.** To delete all the rows in the grid, click *Delete All*.

**Remaining.** The Remaining display shows you how much of the payment has not been distributed.

---

When you enter distributions by percent and use *Distribute Evenly*, *Student Billing* rounds the distribution. For example, if you have four rows of distributions and the transaction amount is $33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% ($8.33), 24.992% ($8.33), 24.992% ($8.33), and 25.023% ($8.34).
Manually creating a transaction distribution

1. From the Configuration page, click Distributions. The Distributions page appears.


3. In the Distribution name field, enter a name for the distribution.

4. If you have the optional module Projects and Grants, enter a project ID number in the Project ID column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the Project Description column.

5. In the Class column, select a class for the distribution.

6. If you have the optional module Projects and Grants and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of Configuration in General Ledger. In the grid, select a value for each transaction code.

7. To load an existing account distribution from a template, click Load Distribution. For more information about loading distribution templates, see “Creating a transaction distribution using templates” on page 68.

8. To divide the distribution evenly among all accounts entered in the distribution grid, click Distribute Evenly.

9. To delete all rows of the grid, click Delete All.

Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!
10. To save the distribution and return to the Distributions page, click **Save and Close**.

**Creating a transaction distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.

2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.

3. In the **Distribution name** field, enter a name for your distribution.

4. Click **Load Distribution**. The Select a Default Transaction Distribution screen appears.
5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.

6. To divide the distribution evenly among all rows of the distribution grid, click **Distribute Evenly**.

7. To delete all rows of the grid, click **Delete All**.

8. To save the distribution and return to the Distributions page, click **Save and Close**.

**International**

By selecting the **International** link, you can format information for contacts in other countries and you can include specific address block formatting information. You can also edit information for countries already entered in the program, delete countries from your records, and print international information for your files.

When adding a new address format, you must select one of the five supported formats on which to base your new address. Your address format choices include “United States”, “United Kingdom”, “Canada”, “Australia”, and “New Zealand”.

Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!
Adding a country

1. From the Configuration page, click International. The International page appears.


3. In the Name field, enter the name of the new country.

4. In the Abbreviation field, enter an abbreviation for the country. This entry can be used in the address block.

5. In the Format address for this country like [ ] addresses field, select a format for the address. For example, if you select “United States”, the address format for the new country defaults to the U.S. Postal Standard. When adding a new address format, you must select one of the five supported formats on which to base your new address. Your address format choices are “United States”, “United Kingdom”, “Canada”, “Australia”, and “New Zealand”.

6. If you do not want to synchronize address fields with the printing address, unmark the By default, Synchronize individual address fields with <Address as it will be printed> checkbox. Unmarking this box means you must manually enter the address as it should be printed.
7. To include the country name in the printed address, mark **Include country in <Address as it will be printed>** using. Then, select “Country name” to include the entire name of the country or “Abbreviation” to include only the abbreviation. The program automatically places the abbreviation or name of the country in the **Address as it will be printed** box on the address record. You must also mark **Synchronize with individual address fields** on the address record for this feature to take effect.

8. To save the new country and return to the International page, click **Save and Close**.

### Interfunds

On the Interfund page of **Configuration**, you can establish interfund sets to enter and access transfers between funds. They also ensure distributions balance. When you save an interfund entry set, the program verifies that the interfund entries in the set produce a balanced post batch. You can create reversing entries and copy other distributions using **Reverse Entry** and **Copy From**. Interfund entries cannot be changed after the transaction is posted.

### Account Masking

When you create an interfund set, you define source account numbers for the interfund entry. When selecting source account numbers, you can use account masks to quickly select ranges of accounts without having to enter specific numbers. By masking accounts, you use asterisks in place of numbers in a segment or segments of a **General Ledger** account to designate source account ranges.

You can use asterisks as wildcard characters to represent any digit from zero to nine and simplify selecting source accounts. To indicate accounts in a single fund, you can enter the fund segment and mask the rest of the account number. For example, if you enter 01-*****-**, all accounts in Fund 01 will be used in the interfund set. To indicate all accounts within all funds, you can mask the entire account number. For example, you can enter **-*****-**.

### Managing Interfund Entries and Sets

You use interfund entry sets to transfer activity between accounts. On the Interfund page, you can add, edit, and delete interfund entries and interfund sets.
Adding an interfund entry set

1. From the Configuration page, click Interfund. The Interfund page appears.

To use an interfund entry set as the default when creating transactions, you must select an interfund entry set in the Use this interfund set by default when creating new transactions field on the Interfund page of Configuration.

2. Click New Interfund Set. The Add an Interfund Entry Set screen appears.

3. In the Interfund set ID field, enter an ID number for the interfund set.

4. In the Description field, enter a description.
5. On the General tab, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

6. In the **When creating a transaction that will post a DEBIT to**... this Fund or account [ ] **and that will post a CREDIT to**... this Fund or account [ ] fields, enter non-balancing debit and credit funds or accounts from a distribution.

7. In the **Automatically create these balancing interfund entries**: Create a CREDIT to [ ] to balance within and a DEBIT to [ ] to balance within fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.

8. To save the interfund entries and return to the Add an Interfund Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Student Billing** asks you to enter valid accounts.

9. On the Add an Interfund Entry Set screen, select the Blackbaud Systems tab.

10. On the Blackbaud Systems tab, in the System column, mark the Blackbaud programs in which to use the interfund entry.

11. When you are finished adding the interfund entry set, click **OK** to save the interfund set and return to the Interfund page.

12. In the **Use this interfund set by default when creating new transactions** field, you can select an interfund entry set to use as a default when creating transactions.
Adding an interfund entry

1. From an open interfund entry set, click New Interfund Entry. The Add an Interfund Entry screen appears.

2. In the When creating a transaction that will post a DEBIT to... this Fund or account [ ] and that will post a CREDIT to... this Fund or account [ ] fields, enter non-balancing debit and credit funds or accounts from a distribution.

3. In the Automatically create these balancing interfund entries: Create a CREDIT to [ ] to balance within and a DEBIT to [ ] to balance within fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.

4. To save the interfund entry and return to the Interfund Entry Set screen, click Save and Close. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, Student Billing asks you to enter valid accounts.

Posting Information

On the Posting Information page, you can add and define custom journal references to use when posting in detail to General Ledger. You can specify the fields to export and their lengths, and designate text to label adjustments and reversing transactions. You can also define journal values for charges, credits, invoice line items, return line items, payments, refunds, applications, interfund entries, and cash management adjustments. You cannot save cash management adjustments or records such as charges and credits until you specify journal values for posting. Cash management adjustments are available only with the optional module Cash Management.
Setting journal reference fields

1. From the Configuration page click **Posting Information**. The Posting Information page appears.
2. In the box on the left, select a journal reference. The journal reference fields appear in a grid on the right.

3. To change journal references for debit accounts, mark **Debit**. To change journal references for credit accounts, mark **Credit**.
4. To change journal reference fields, in the **Field Name** column, click an existing field and select a new field.
5. To insert more reference fields, click the empty row at the bottom of the grid and select the fields to add.
6. To define extra custom journal references, click **Fields** and enter text describing the reference in the Field Names grid.
7. To restore the original default field settings, click **Restore Defaults**.
8. To define custom text for adjustments, mark **Preface the journal reference for each adjustment with this text** and select a field entry.
9. To define custom text for reversals, mark **Preface the journal reference for each reversal with this text** and select a field entry.
10. In the **Post Student Billing transactions with this Journal value** field, select the source application for **Student Billing** transactions you post to **General Ledger**.
11. In the **Post Bank Account adjustments with this Journal value** field, select the source application for bank account adjustments you post to **General Ledger**.
12. When you exit the Posting Information page, your settings are saved automatically.

To add a new field to the list, click **Fields**.

You cannot save cash management adjustments or records such as charges and credits until you specify journal values for posting. Cash management adjustments are available only with the optional module **Cash Management**.

Posting information can be edited at any time.
Chapter 1

Statement Information

On the Statement Information page, you can add and define custom transaction references to use on statements. The maximum length of each reference field is 50 characters and, in order to maintain efficient processing times for statements, you can select a maximum of 10 fields.

You can define reference information settings for all Student Billing transaction types, including payment, charge, credit, invoice line item, return line item, refund, invoice, return, EFT payment, advance deposit, and Automatic payment message.

Defining transaction references for statements

1. From the Configuration page click Statement Information. The Statement Information page appears.
2. In the box on the left, select a transaction type. The corresponding field names and lengths appear in a grid on the right.
3. To change transaction reference fields, in the Field Name column, click an existing field and select a new field.
4. To insert more reference fields, click the empty row at the bottom of the grid and select the fields to add.
5. To add extra transaction references, click **Fields**. The Define Statement Fields screen appears.

6. In the **Field Names** grid, enter text describing the new fields. Click **OK** to return to the Statement Information page.

7. To restore the original default field settings, click **Restore Defaults**.

8. When you exit the Statement Information page, your settings are saved automatically.

### Default Accounts

In **Student Billing**, you can define default accounts to use in distributions. The default accounts you can define depend on whether the General business rule for using a single AR summary account is enabled. For more information about the single AR summary account business rule, see “General Business Rules” on page 12. If you are using a single AR summary account, which is recommended, you can define only one default AR summary account in **Configuration**. If you have opted to use multiple AR summary accounts, you can specify an account hierarchy with a primary default account and several secondary default accounts to use in certain circumstances. With multiple summary accounts, you also can enter reclassification accounts, which the program uses to ensure debit accounts balance.

If you are using multiple AR summary accounts, you have the option of establishing default reclassification accounts. If you use a single AR summary account the default reclassification accounts are not needed and are therefore unavailable. Defining a single AR summary account is the recommended method as long as your organization meets the requirements. For more information about specific requirements for using the single AR summary account business rule, see “General Business Rules” on page 12.

The default AR summary accounts you enter in **Configuration** are used only if no summary accounts are defined on the individual student or billing item records. If a summary account is defined on a student record, that account is always used for corresponding student charges.
Remember, regardless of whether you use single or multiple default accounts, you must define default account(s), or you will receive an error message when adding charge, credit, refund, advance deposit, financial aid, and billing schedule records.

You can also define default accounts for unapplied payments and discounts. By defining a default account for unapplied payments, you designate an account that automatically appears on new payment records. This account helps to ensure that unapplied payments are held in an account separately from the AR summary account. This improves reconciliation and helps you determine the unapplied payment balance. The unapplied payment account is limited to a single account and masking is not applicable. For more information about how the unapplied payment account is used when unapplying payments and credits, see the Payment and Credit Applications chapter of the Configuration Guide for Student Billing.

**Examples of Default Accounts**

On the Default Accounts page, you can designate specific accounts to use in distributions. You can set default accounts that automatically balance by fund and segment when you enter debit accounts, or you can specify an account hierarchy with a primary default account and several secondary default accounts to use in certain circumstances. Used in conjunction with the security option to hide credit columns, default accounts give administrators control of their bookkeeping system by specifying which accounts to use for specific transactions.

When you mark **Build the default Account by combining the Fund of each Charge's Revenue Account with these segment values** and enter an account number, **Student Billing** uses that account as the default for transactions in the same fund. For example, you designate account **-1200-00** as the default tuition receivables account, with ** representing any fund used in data entry and 00 representing an additional segment. The fund segment of the field automatically defaults to ** and cannot be edited. You enter an a credit to tuition revenue account 01-4050-00. **Student Billing** inserts default debit account 01-2000-00 automatically.

Default account: **-1200-00

<table>
<thead>
<tr>
<th>No.</th>
<th>Acct Number</th>
<th>Description</th>
<th>Date</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-4000-00</td>
<td>Tuition Revenue</td>
<td>01-4405</td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>2</td>
<td>01-1200-00</td>
<td>Tuition Receivables-Asset</td>
<td>01-4405</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

If you enter credit account 02-4900-03, then **Student Billing** inserts 02-1200-03 as the default debit account to ensure the transaction balances by fund and segment (if required to balance by segment).

Default account: **-1200-00

<table>
<thead>
<tr>
<th>No.</th>
<th>Acct Number</th>
<th>Description</th>
<th>Date</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02-4900-03</td>
<td>Miscellaneous Income</td>
<td>01-4405</td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>2</td>
<td>02-1200-03</td>
<td>Tuition Receivables</td>
<td>01-4405</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

You set fund and segment balancing requirements in **General Ledger Configuration**.
When you mark **Unless a Fund has its own AR Summary Account defined in the table below**, use this account as the default AR Summary Account, creating interfund entries as needed and enter an account, that account becomes the default for all transactions unless you specify other default accounts to use in certain situations. For example, you designate account 01-1200-00 as the default tuition receivables account, with 01 representing the fund and 00 representing an additional segment. In the grid, you enter secondary account 05-1250-50 to use with fund 05 transactions. If you enter a credits to account 01-4050-00, the program inserts the primary default debit account 01-1200-00 automatically.

**Primary default account:** 01-1200-00  
**Secondary default account:** 05-1250-50

If you enter a credit to account 03-4050-00, then **Student Billing** again enters default account 01-1200-00 and uses an interfund entry you have created to balance the funds.

**Primary default account:** 01-1200-00  
**Secondary default account:** 05-1250-50

However, if you credit an account in fund 05, such as 05-4050-30, the program inserts the secondary account code, and the segment changes to balance the transaction (if required to balance by segment). As a result, **Student Billing** inserts the secondary default debit account 05-1250-30.

**Primary default account:** 01-1200-00  
**Secondary default account:** 05-1250-50

You should add interfund entries before entering records to ensure that debits and credits in different funds remain in balance. If no appropriate interfund entry exists for non-balancing accounts, you cannot save the distribution.
Setting a single default accounts receivable summary account

The option to distribute to a single default summary account is available only if you marked the business rule to use a single AR summary account and never post applications, which is recommended.

1. From the Configuration page, click Default Accounts. The Default Accounts page appears.

2. In the box on the left, select **AR Summary**. The Accounts Receivable Summary page appears.

3. In the **Account** field, enter an account number to use as your single summary account. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

4. When you exit the Default Account page or select another type of account, your changes are saved automatically.

Setting multiple default accounts receivable summary accounts

The option to define multiple default summary accounts is available only if you chose not to mark the business rule designating a single AR summary account.

1. From the Configuration page, click Default Accounts. The Default Accounts page appears.

2. In the box on the left, select **AR Summary**. The Accounts Receivable Summary default account options appear.
3. To set a default account that automatically balances by fund and segment (if required), mark **Build the default AR Summary Account by combining the Fund of each Charge’s Revenue Account with these segment values.**

4. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

5. To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own AR Summary Account defined in the table below, use this account as the default AR Summary Account, creating interfund entries as needed.**

6. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

7. In the grid, in the **AR Summary** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.

8. When you exit the Default Account page or select another type of account, your changes are saved automatically.

Setting a default reclassification account

The default reclassification account is used to balance transaction distributions for projects, transaction codes, and net asset accounts.

1. From the Configuration page, click **Default Accounts.** The Default Accounts page appears.
2. In the box on the left, select **Reclassification**. The Reclassification default account option appears.

3. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

4. When you exit the Default Account page or select another type of account, your changes are saved automatically.

➤ **Setting a default unapplied payment account**

The default unapplied payment account is required and must be a single account. The default unapplied payment account you select appears on all new payment records and can be edited if needed. By designating a default unapplied payment account, you help ensure that unapplied payments are held separately from the AR summary account, which improves reconciliation so you can easily determine the unapplied payment balance.

1. From the Configuration page, click **Default Accounts**. The Default Accounts page appears.

2. In the box on the left, select **Unapplied Payment**. The Unapplied Payment default account option appears.

3. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

4. When you exit the Default Account page or select another type of default account to configure, your changes are saved automatically.
Schedules

In Configuration, you can establish billing schedule templates. With these schedules, you create tuition payment plans you can reuse on billing item records. For example, you can define schedules that create charges or credits on a quarterly, 10-month, twelve-month, one-pay, or even a split percentage basis such as 60/40.

After you create schedules, you can use them to save time when creating billing items such as advance deposit, financial aid, TRP, and automatic billing items. Instead of manually entering a new schedule for each item, you can select an existing schedule and it appears in the grid. To access the list of existing schedules from a billing item record, click Load Schedule.

- Creating a schedule

1. From the Configuration page, click Schedules. The Schedules page appears.
2. Click **New Schedule**. The Add Schedule screen appears.

![Add Schedule Screen](image)

3. In the **Name** field, enter a name for the schedule.

4. In the **Number of dates** field, enter the total number of charges or credits for this schedule.

5. To create a schedule that has irregularly scheduled billing dates, in the **Date** field, enter the dates of the charges or credits. To quickly set a recurring schedule, click **Create Schedule**. The Create Schedule screen appears.

![Create Schedule Screen](image)

6. In the **Frequency** field, select “Annually”, “Monthly”, “Semi-monthly”, “Weekly”, or “Irregular” as the frequency of the charges or credits. Other fields appear for you to select the recurring date of the charges or credits. An irregular payment schedule generates charges or credits for any dates and amounts you enter in the payment grid.

   - If you select “Annually”, in the **On [ ]** field, select the date you expect the annual charges or credits. For example, you can schedule a Field Trip fee every year on February 7.
STUDENT BILLING CONFIGURATION

- If you select “Monthly”, select the day you expect the monthly charges or credits. For example, you can schedule charges or credits every month on the first Tuesday of the month.

- If you select “Semi-monthly”, in the Every [ ] month(s) on day [ ] and the [ ] field, select frequency of the charges or credits and the dates you expect payments. For example, you can schedule charges every two months on the first and 15th days of the month.

- If you select “Weekly”, in the Every [ ] week(s) on field, select the frequency of semi-weekly charges or credits and mark the checkboxes for the days to generate the charges or credits. For example, you can schedule hot lunch charges every week on Thursday.

- If you select “Bi-weekly”, in the Every two week(s) on field, mark the checkboxes for the days to schedule charges or credits. For example, you can schedule charges every two weeks on Wednesday.

- If you select “Irregular” in the Frequency field, in the Date column of the grid, enter the charge or credit date or dates. In the Amount column, enter the amounts of the charges or credits.

7. In the Starting on field, enter the date of the first charge or credit. If you selected “Irregular”, this field is locked and cannot be edited.

8. To update the grid after you make changes, click Update.

9. When you finish entering schedule information, click OK to return to the Add Schedule screen.

10. In the grid, in the Percent column, enter the percent of the total that is due for each charge or credit date. If all charges or credits are the same amount, click Distribute Evenly.

11. To save the schedule and return to the Schedule page, click OK.

Products and Billing Items

On the Products and Billing Items page of Student Billing, you can create records of products and billing items you provide your students. For example, you can create billing items for different levels of tuition charges. You can also create sales tax and finance charge items to use on transactions. Usually a supervisor configures the product and billing item records to define the items and services your organization offers. As your organization grows, you can continue adding items as needed. For maximum security, the Supervisor can hide the Products and Billing Items page of Configuration from most users.

After you create product and billing item records, you can quickly select them when creating other Student Billing records, so you do not have to enter the information from scratch each time. These records are basically default templates broken up into two groups, products and items you can schedule and those you cannot. Using bill codes as filters, you can automatically generate schedules for automatic billing items using the Generate Transactions Automatically utility in Administration.
Creating product and item records improves consistency and decreases errors in your organization’s charges and payments. Because you do not have to reenter product or item characteristics such as the item description, identification number, and quantity for items purchased on a regular basis, you can be sure the data entries match. You simply select the product or item from previously created product records that have been reviewed for accuracy.

Product and billing item records consist of a series of tabs designed to organize information into manageable chunks so you can easily view only the data you need at a particular time. Although information is entered on separate tabs, Student Billing consolidates the information into a single record and uses data from all tabs when processing transactions and reports for that record.

In Student Billing, you can create several different types of product and billing item records.

**Flat Rate Items.** Flat Rate Items are helpful if you provide services that are always the same price and are not offered in a quantity. For example, an enrollment fee or book charge. For more information about flat rate items, see “Flat Rate Items” on page 87.

**Products.** Products are helpful if you sell items that can be purchased in quantity. For example, you may offer self-help books, audio tapes, or T-shirts. With products you can also set up pricing schedules for seasonal price changes or other scheduled price fluctuations. For more information about products, see “Products” on page 91.

**Per Usage Items.** Per usage items are helpful if you offer services that are billed incrementally. For example, a per usage item could be an hourly rate for counseling services or tutoring. For more information about per usage items, see “Per Usage Items” on page 89.

**Refund Items.** If your organization offers refunds, you can set up refund items to make the refund process more efficient. For more information about refund items, see “Refund Items” on page 94.

**Finance Charge Items.** If your organization assesses finance charges or late fees to overdue balances, you can set up finance charge items. For more information about finance charge items, see “Finance Charge Items” on page 95.

**Sales Tax Items.** If your organization collects sales tax on behalf of government bodies for items or services rendered, you can establish sales tax items. Once you establish sales tax items, you can associate them with subsequent billing item records and transactions. For more information about sales tax items, see “Sales Tax Items” on page 97.

**Advance Deposit Items.** Advance deposits items are used to distribute a payment over two or more periods or to assign a payment to a future period. For more information about advance deposit items, see “Product and Billing Item Distributions” on page 113.

**Financial Aid Items.** Financial aid items are credits, such as scholarships, grants, work-study programs, and student loans, received from a third-party source to reduce the amount of tuition owed by the payer. You can create a single one-time credit for financial aid items, or you can create recurring credits based on a schedule. For more information about financial aid items, see “Financial Aid Items” on page 101.
TRP Items. The TRP (Tuition Refund Plan) item defines the tuition refund plan percentage charge and general ledger account to use for posting this type of transaction. The TRP fee differs from other fees in that you can enter the particular TRP rate established by your school. For more information about TRP items, see “TRP Items” on page 104.

New Automatic Items: Vary Amount by Grade, Vary Amount and Schedule by Grade, Single Amount and Schedule. Automatic items are typically tuition billing items that are defined with specific amounts and normally include distribution schedules. The distribution schedules are defined for all or selected grade levels. Automatic items include Vary Amount by Grade, Vary Amount and Schedule by Grade, and Same Amount and Schedule for All Grades.

Automatic billing items are normally associated with a distribution. These distributions can be copied from one fee to another or from the standard distributions you establish on the Billing Distributions tab. Once establish a distribution, it can be copied to any other item. This is an option available when a new fee is established and a distribution is required.

The Generate Transactions Automatically feature in Administration uses automatic fees to generate charges. The standard fees referred to in the Automatic Transaction Generation feature include all fees created as automatic fees. For more information about new automatic items, see “Automatic Items” on page 106.

For more information about products and billing items, see the Records Guide for Student Billing.

Flat Rate Items

A flat rate item is a billing item for which you charge a specific amount, regardless of quantity or other factors, for example, a $250.00 lab fee. When you create a default flat rate item distribution on the GL Distribution tab, it appears automatically on related charges and credits.
Adding flat rate item information

1. On the Products and Billing Items page, click **New Flat Rate Item**. The New Flat Rate Item screen appears.

2. In the **Item ID** field, enter an identification number for the item.
   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description of the item.

5. In the **Dates** field, select “Item can be used on any date”, “Item can only be used from” and enter the dates during which the item can be used, or select a billing cycle.

6. On the Item tab, in the **Amount** field, enter a price for the item. To permit users to edit the amount on transactions, mark **Allow user to edit amount on transactions**.

7. If the flat rate item is subject to sales tax, mark **Item is subject to sales tax**, and select a sales tax billing item in the field.

8. If students are assessed finance and late charges for this item, mark **Item is subject to finance and late charges**.

9. Mark **Limit charges to** and enter an amount in the field. In the **per** field, select to limit charges to an amount per the charge for a record or payer. In the **Limit charges by** field, select “All dates”, “Month”, “Week”, “Quarter”, “Fiscal Year”, “Calendar Year”, or “Fiscal Period”.

You can create products and billing items “on the fly” when adding new charges, credits, or refunds.

You can edit or delete flat rate items at any time. Just remember that deleted flat rate items cannot be recovered!
In the **If a charge would exceed the limit** field, select to “Display a warning message”, “Create the charge up to the limit”, or “Do not create the charge”.

10. In the **Comment** field, enter default comments for the item that will appear on statements.

11. To save the flat rate item record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the GL Distribution tab. For detailed procedures about entering information on the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

### Per Usage Items

Per usage items are helpful if you offer products or services that are billed incrementally. For example, a per usage item could be an hourly rate for counseling services or tutoring.

After you add a per usage item in **Student Billing**, you can edit or delete the record, as long as the per usage item is not in use by one or more line items. When you create a default per usage item distribution on the GL Distribution tab, it appears automatically on related charges and credits.

**Adding a per usage item**

1. On the Products and Billing Items page, click the down arrow beside **New Flat Rate Item** and select **New Per Usage Item**. The New Per Usage Item screen appears.

![New Per Usage Item Screen](image)

A per usage item is a billing item for which you charge a student based on the number of times the item is used.

Per usage items can be edited or deleted at any time. Just remember that deleted per usage items cannot be recovered!
2. In the **Item ID** field, enter a unique identification number for the item.

   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description to help identify the item.

5. In the **Dates** field, select “Item can be used on any date”, “Item can only be used from” and enter the dates during which the item can be used, or select a billing cycle.

6. On the Item tab, in the **Unit price decimals** field, enter the number of decimal places you want to allow when defining the item price.

7. If other users can adjust the unit price for this item on transactions, mark **Allow user to edit unit price on transactions**.

8. In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of an item.

9. In the **Default values** grid, in the **Unit of Measure** column, select the unit of measure to use when measuring the product’s quantity. You can add or edit units of measure on the Tables page of **Configuration**.

10. If the item is subject to sales tax, mark **Item is subject to sales tax** and select a sales tax billing item in the field.

11. If students can receive a discount for early payment of this item, mark **Item is eligible for discount**.

12. If students are assessed finance and late charges for this item, mark **Item is subject to finance and late charges**.

13. Mark **Limit charges to** and enter an amount in the field. In the **per** field, select to limit charges to an amount per the charge for a record or payer.

   In the **Limit charges by** field, select “All dates”, “Month”, “Week”, “Quarter”, “Fiscal Year”, “Calendar Year”, or “Fiscal Period”.

   In the **If a charge would exceed the limit** field, select to “Display a warning message”, “Create the charge up to the limit”, or “Do not create the charge”.

14. In the **Comment** field, enter default comments for the item that appear on statements.

15. To save the per usage item record and return to the Products and Billing Items page, click **Save and Close**.

   To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.
Products

You create product records for items or services you routinely offer. By adding product pricing schedules, you can define the current unit price for each product, price changes, and the dates they take effect. For example, if a price will increase on January 1, you can create a pricing schedule that automatically changes the price after that date. You can define either a single price for all quantities or multiple schedules based on the amount of products or items purchased.

After you add a product in Student Billing, you can edit or delete the record, as long as the product is not in use by one or more line items. When you create a default product distribution on the GL Distribution tab, it appears automatically on related charges and credits.

- Adding product information
  1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Product. The New Product screen appears.

  ![New Product Screen](image)

  2. In the Item ID field, enter a unique identification number for the product. When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

  3. In the Status field, select “Active” or “Inactive”.

  4. In the Description field, enter a description to help identify the product.

  5. In the Dates field, select “Item can be used on any date”, “Item can only be used from” and enter the dates during which the item can be used, or select a billing cycle.

You can create products and billing items “on the fly” when adding new charges, credits, or refunds.
6. On the Product tab, in the **Unit price decimals** field, enter the number of decimal places to allow when defining the product price.

7. If other users can adjust the unit price for this product on transactions, mark **Allow user to edit unit price on transactions**. This checkbox is inactive until you enter a unit price.

8. In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.

9. In the **Unit of measure** field, select the unit of measure to use when measuring the product’s quantity. You can add or edit units of measure on the Tables page of Configuration.

10. If the product is subject to sales tax, mark **Product is subject to sales tax**. In the sales tax field, select a sales tax billing item.

11. If students can receive a discount for early payment of this product, mark **Product is eligible for discount**.

12. If students are assessed finance and late charges for this item, mark **Product is subject to finance and late charges**.

13. In the **Comment** field, enter default comments for the product to appear on statements.

14. To save the product record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, select the Pricing Schedule tab. For detailed procedures about entering information on the Pricing Schedule tab, see “Adding product pricing schedules” on page 93.
Adding product pricing schedules

1. On an open product record, select the Pricing Schedule tab.

2. On the action bar, click New Pricing Schedule. The Add a Pricing Schedule screen appears.

3. In the Prices are effective as of field, enter the date the price is effective. You can enter future dates to schedule upcoming price changes.

4. In the Description field, enter a description for this pricing schedule.

5. In the Pricing field, select “Use a single unit price for all quantities” or “Base unit price on quantity”.
If you select “Use a single unit price for all quantities”, in the grid enter the new unit price. If you select “Base unit price on quantity”, the Minimum Quantity, Maximum Quantity, and Unit Price columns appear in the grid. Enter the maximum quantity eligible for the first price range. The minimum quantity defaults to 0.00. In the Unit Price column, enter the per unit price for those quantities. Repeat for additional quantity ranges.

6. To close the Add a Pricing Schedule screen and return to the Pricing Schedule tab, click OK.

7. To save the product record and return to the Products and Billing Items page, click Save and Close.

   To continue adding information for this product, select the GL Distributions tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

Refund Items

A refund is a type of credit that is generally disbursed by printing a check payable to the student or by applying the refund to another active charge.

When you create a refund record, Student Billing asks for an associated refund item. For example, if you are refunding part of a student’s payment because she paid more than owed, you can create a refund item with the description “Refund of Overpayment”. On the refund record, you can define a default distribution and specify whether to allow the user to create a refund check.

Adding a refund item

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Refund Item. The New Refund Item screen appears.

2. In the Item ID field, enter a unique identification number for the item.
When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description to help identify the item.

5. In the **Dates** field, select “Item can be used on any date”, “Item can only be used from” and enter the dates during which the item can be used, or select a billing cycle.

6. On the Item tab, to print a check to disburse the refund, mark **Allow user to create a Refund Check to be paid through Accounts Payable**. This business rule is available only if you have **Accounts Payable** installed.

7. In the **Pay from bank account** field, select an account from which to pay the refund.

8. In the **Comment** field, enter default comments for the item that will appear on statements.

9. To save the refund item record and return to the Products and Billing Items page, click **Save and Close**.

   To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

### Finance Charge Items

If you charge students fees for late payments or for the cost of financing a debt over a period of time, you can create finance charge items to track the charges. For example, a student does not pay his phone bill for calls made from his dorm room. You can add a finance charge to the original balance to cover your extra costs.

[Finance charge item](image) is a billing item to charge students for the costs of financing a debt.
Adding finance charges

1. On the Products and Billing Items page, click the down arrow beside **New Flat Rate Item** and select **New Finance Charge Item**. The New Finance Charge Item screen appears.

2. In the **Item ID** field, enter a unique identification number for the item. When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description to help identify the item.

5. In the **Dates** field, select “Item can be used on any date”, “Item can only be used from” and enter the dates during which the item can be used, or select a billing cycle.

6. On the Item tab, if you want the finance charge item to be subject to finance and late charges, mark **Item is subject to finance and late charges**.

7. In the **Comment** field, enter default comments for the item that will appear on statements.

8. To save the finance charge item record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the GL Distribution tab.
Sales Tax Items

If your organization must collect sales taxes on products you sell to others, you can create sales tax items and add them to the product record. Then, when you create a charge for the product or item, the sales taxes are calculated automatically and added to the charge.

Adding a sales tax item

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Sales Tax Item. The New Sales Tax Item screen appears.

2. In the Item ID field, enter a unique identification number for the item.

   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the Status field, select “Active” or “Inactive”.

4. In the Description field, enter a description to help identify the item.

5. The Dates field is for informational purposes only, and defaults to “Item can be used on any date”. This field cannot be edited.

6. On the Item tab, in the Sales Tax Entity column of the distribution grid, select the entity for which you collect sales tax. For example, “Department of Revenue”.

7. In the Percent column, enter the tax percentage rate.
When binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

8. In the **CR Account Number** column, enter a default credit account number. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.

9. If you defined a default Accounts Receivable Summary Account on the Default Accounts page, it appears automatically in the **DR Account Number** column. Otherwise, enter debit accounts for the distribution. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.

10. If you enter debit and credit accounts from different funds, **Student Billing** automatically inserts a valid interfund entry in the **Interfund** field to balance the accounts. If you have not created a balancing interfund entry for those accounts, you cannot save the distribution. For more information about interfund entries and entry sets, see “Interfunds” on page 71.

11. If you have the optional module **Projects and Grants**, enter a project identification number in the **Project ID** column. When you enter a valid project identification number, the description appears automatically.

12. In the **Class** column, select a class for the distribution.

13. If you have the optional module **Projects and Grants** and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

14. If you defined multiple entities in the sale tax distribution grid, to add taxes for the first tax entity when you calculate taxes for subsequent entities, mark **When calculating tax for the [ ] through [ ] entities, include <first entity>**. In the entity fields, select the first and last entities to include in the compound tax calculation.

15. If you want the sales tax item to be subject to finance and late charges, mark **Item is subject to finance and late charges**.

16. In the **Comment** field, enter default comments for the item that will appear on statements.

17. To save the sales tax item record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the Attributes tab. For more information about the Attributes tab, see “Product and Billing Item Attributes and Notes” on page 115.

### Advance Deposit Items

An advance deposit billing item is a general category of advance deposit users can select to define default information on advance deposit records.

An advance deposit is a refundable charge that reserves a student’s place in a future school term. In **Student Billing**, you can create advance deposit billing items for different types of advance deposits. For example, you can create advance deposit billing items for several future school years, or you can create a $500 advance deposit for parents who enroll a single student and a reduced advance deposit of $425 for parents who enroll multiple students. After you create advance deposit billing items, you can create advance deposit records to hold the student or prospective student’s place at your school.
An advance deposit record is a refundable charge that reserves a student’s place in a future school term. When full payment is received, advance deposits generate credits to refund monies or reduce the student’s existing charges.

The difference between advance deposit billing items and advance deposit records is that the billing item represents a general category of advance deposits used as the default for creating advance deposit records. For example, you could create a “2007 Enrollment Deposit” for $500 that is valid only for the 2007-2008 school year.

Advance deposit records take the default information from an advance deposit billing item and apply it to specific student records. For example, after you create the “2007 Enrollment Deposit”, you can create advance deposit records that apply the billing item to any students who are required to pay the $500 enrollment deposit. If you create the advance deposit record before receiving payment, it functions similar to a charge that can be billed by statements, except that it cannot be posted until payment is received. After the advance deposit is fully paid, you can generate credits to refund monies to the payer, or you can apply them to existing charges. You can also create a schedule to generate credits over time.

Adding advance deposit items

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Advance Deposit Item. The New Advance Deposit Item screen appears.

   ![New Advance Deposit Item Screen](image)

2. In the Item ID field, enter a unique identification number for the advance deposit.

   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the Status field, select “Active” or “Inactive”.

4. In the Description field, enter a description to help identify the advance deposit.
5. In the **Dates** field, enter the beginning and ending dates during which the item can be used.

If you create advance deposits using a separate billing item for each new billing year, select a billing cycle in the **Dates** field. If you create advance deposits using one billing item with open dates or if you create advance deposits that generate credits for a time period that falls outside of the billing cycle’s specified dates, do not select a billing cycle. (You can only schedule credits to generate within the dates of the advance deposit billing item.)

6. On the Item tab, in the **Amount** field, enter an amount for the item.

7. To include all transactions with this item in the tuition refund plan calculation, mark **Include in TRP calculation**.

8. To use advance deposit distributions for all transactions, mark **Do not allow schedule to be overridden**. Custom distributions defined on student, individual, or organization records are ignored.

9. In the **Comment** field, enter default comments for the item that will appear on statements.

10. In the grid on the right, enter a billing schedule for the financial aid billing item. In the **Number of dates** field, enter the number of payment dates to use for the advance deposit billing item.

11. In the **Generate On** column, enter the dates to generate the advance deposit payments.

12. In the **Percent** column, enter the percentage of the total amount to be distributed for each payment date or click **Distribute Evenly** to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date. You can toggle between amount and percentage by clicking the $ or % buttons.

13. If you click **Load Schedule**, you can select to use a date distribution defined on the Schedules page, a distribution defined on another advance deposit, or create a new distribution schedule.

14. The **Remaining** field displays 100% minus the total of the percent currently distributed across rows in the grid.

15. To save the advance deposit record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the Restrictions tab. For detailed procedures about entering information on the Restrictions tab, see “Adding advance deposit restrictions” on page 101.
Adding advance deposit restrictions

On the Restrictions tab, you can set restrictions on the advance deposit item that specify which charges the generated credits apply to.

1. From an open advance deposit item, select the Restrictions tab.

2. In the Use the restrictions from field, you have two options:
   - Select “Configuration” to choose a predefined set of restrictions defined in Application Restrictions. For more information about application restrictions, see “Application Restrictions” on page 126.
   - Select “Specific settings below” to use the filters grid to select products and billing items or product and billing item attributes.

3. To save the advance deposit item and return to the Products and Billing Items page, click Save and Close.

To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distributions tab, see “Product and Billing Item Distributions” on page 113.

Financial Aid Items

Financial aid items are credits, such as scholarships, grants, work-study programs, and student loans, received from a third-party source to reduce the amount of tuition owed. In Student Billing, you can create financial aid billing items for different types of financial aid that are available, and you can establish a default schedule for crediting students’ accounts on a periodic basis. For example, you can create a “Merit Scholarship” item, awarded each term, that credits a student’s account $50 every month for the term. After creating financial aid billing items, you create financial aid records that apply the financial aid items to specific student records to reduce the amount owed.
A financial aid billing item is a general category of financial aid used as the default for creating financial aid records. Financial aid records are applied to student records to reduce the amount owed.

The difference between financial aid billing items and financial aid records is that the billing item represents a general category of financial aid, such as “Merit Scholarship”, used as the default for creating financial aid records. Financial aid records take the default information from a financial aid billing item and apply it to specific student records.

You can create a single one-time credit for financial aid items, or you can create recurring credits based on a schedule. On the GL Distribution tab, you can also create distributions to track the financial aid item by projects, classes, or transaction codes. With restrictions, you can ensure that financial aid items apply only to charges meeting criteria you select.

Adding financial aid items

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Financial Aid Item. The New Financial Aid Item screen appears.

2. In the Item ID field, enter a unique identification number for the financial aid.
   
   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the Status field, select “Active” or “Inactive”.

4. In the Description field, enter a description to help identify the financial aid.

5. In the Dates field, enter the beginning and ending dates during which the item can be used.

6. On the Item tab, in the Amount field, enter an amount for the advanced deposit item.
7. To include all transactions with this item in the tuition refund plan calculation, mark **Include in TRP calculation**.

8. To use the financial aid distribution for all transactions, mark **Do not allow schedule to be overridden**. Any custom distributions established on student, individual, or organization records are ignored.

9. In the **Comment** field, enter default comments for the item that will appear on statements.

10. In the grid on the right, you can enter a billing schedule for the financial aid billing item. In the **Number of dates** field, enter the number of payment dates to use for the financial aid billing item.

11. In the **Generate On** column, enter the dates you want the financial aid payments generated.

12. In the **Percent** column, enter the percentage of the total amount to be distributed for each payment date or click **Distribute Evenly** to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date. You can toggle between amount and percentage by clicking the $ or % buttons.

13. If you click **Load Schedule**, you can select to use a date distribution defined on the Schedules page, a distribution defined on another financial aid item, or create a new distribution schedule.

14. The **Remaining** field displays 100% minus the total of the percent currently distributed across rows in the grid.

15. To save the financial aid item and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the Restrictions tab. For more information about the Restrictions tab, see “Adding financial aid restrictions” on page 104.
Adding financial aid restrictions

On the Restrictions tab, you can set restrictions on the financial aid item that specify which charges the generated credits apply to.

1. From an open financial aid item, select the Restrictions tab.

2. In the **Use the restrictions from** field, you have two options:
   - Select “Configuration” to choose a predefined set of restrictions defined in Application Restrictions. For more information about application restrictions, see “Application Restrictions” on page 126.
   - Select “Specific settings below” to use the filters grid to select products and billing items or product and billing item attributes.

3. To save the financial aid item and return to the Products and Billing Items page, click **Save and Close**.

   To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distributions tab, see “Product and Billing Item Distributions” on page 113.

TRP Items

The TRP (Tuition Refund Plan) fee defines the tuition refund plan percentage charge and general ledger account to use for posting this type of transaction. The TRP fee differs from other fees in that you can enter the particular TRP percentage established by your school. You can then use the **Generate Transactions Automatically** utility in *Administration* to calculate TRP amounts.
Adding TRP items

1. On the Products and Billing Items page, click the down arrow beside **New Flat Rate Item** and select **New TRP Item**. The New TRP Charge Item screen appears.

2. In the **Item ID** field, enter a unique identification number for the TRP item.

When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description to help identify the TRP item.

5. In the **Dates** field, enter the beginning and ending dates during which the TRP item can be used.

6. On the Item tab, in the **TRP Rate** field, enter the percentage rate for the TRP charge item.

7. If the TRP item is subject to sales tax, mark **Item is subject to sales tax** and select a sales tax billing item in the field.

8. If individuals are assessed finance and late charges for this item, mark **Item is subject to finance and late charges**.

9. To use the TRP distribution for all transactions, mark **Do not allow schedule to be overridden**. Custom distributions established on student, individual, or organization records are ignored.

10. In the **Comment** field, enter default comments for the item that will appear on statements.
11. In the grid on the right, you can enter a billing schedule for the TRP billing item. In the Number of dates field, enter the number of payment dates to use for the TRP billing item.

12. In the Generate On column, enter the dates you want the TRP payments generated.

13. In the Percent column, enter the percentage of the total amount to be distributed for each payment date or click Distribute Evenly to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date. You can toggle between amount and percentage by clicking the $ or % buttons.

14. If you click Load Schedule, you can select to use a date distribution defined on the Schedules page, a distribution defined on another TRP item, or create a new distribution schedule.

15. The Remaining field displays 100% minus the total of the percent currently distributed across rows in the grid.

16. To save the TRP item and return to the Products and Billing Items page, click Save and Close.

To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

**Automatic Items**

Automatic items are defined with specific amounts and include schedules defined for all or selected grade levels. Automatic items include Vary Amount by Grade, Vary Amount and Schedule by Grade, and Same Amount and Schedule for All Grades.

The Automatic Transaction Generation feature in Students uses automatic items to generate charges. The standard items referred to in the Automatic Transaction Generation feature include all items created as automatic items.

**New Automatic Item: Vary Amount by Grade**

The Vary Amount By Grade billing item determines charges based upon the grade a student is in at the time of the transaction. The item is established to charge the amount defined for a given billing year, according to the specified grade level.

The transaction amount selected for the Vary Amount By Grade billing item is determined by the student’s grade level. Using this item, you can assess one charge for an item, such as a Student Activity fee, but vary the amount charged for each student by grade level. That way, first graders are charged one amount, second graders another, and so on.

This item can be used when you generate automatic transaction or to manually add a transaction. This item type can only be used to create transactions for students. The item distribution you establish determines the percentage of the total amount charged and in which period the student is charged.
Adding new automatic item: vary amount by grade

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Automatic Item: Vary Amount By Grade. The New Automatic Item screen appears.

2. In the Item ID field, enter a unique identification number for the automatic item.
   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the Status field, select “Active” or “Inactive”.

4. In the Description field, enter a description to help identify the automatic item.

5. In the Dates field, enter the beginning and ending dates during which the item can be used.

6. In the Bill code field, select a bill code. The program uses bill codes for generating transaction automatically in Administration. You assign the bill code to students billed using this item.

7. If the automatic item is subject to sales tax, mark Item is subject to sales tax. In the sales tax field, select a sales tax billing item.

8. To include the automatic item in TRP calculations and finance charge calculations, mark Include in TRP calculation and Include in finance charge calculations.

9. To use the schedule for all transactions, mark Do not allow schedule to be overridden. Any custom schedules established on student, individual, or organization records are ignored.
10. In the grid, you can select a grade from the **Grade** column and enter the corresponding amounts in the **Amount** column.

11. In the **Comment** field, enter default comments for the item that will appear on statements.

12. To save the automatic item record and return to the Records page, click **Save and Close**.

To continue adding information for this item, click the Schedule tab. For more information about the Schedule tab, see “Adding new automatic item schedules” on page 108.

**Adding new automatic item schedules**

1. From an open vary amount by grade automatic item, select the Schedule tab.

2. In the grid, enter a billing schedule for the item. In the **Number of dates** field, enter the number of payment dates to use for the billing item.

3. In the **Generate On** column, enter the dates you want the payments generated.

4. In the **Percent** column, enter the percentage of the total amount to be distributed for each payment date or click **Distribute Evenly** to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date.

5. If you click **Load Schedule**, you can select to use a date distribution defined on the Schedules page, a distribution defined on another automatic item, or create a new distribution schedule.

6. The **Remaining** field displays 100% minus the total of the percent currently distributed across rows in the grid.
7. To save the automatic item and return to the Records page, click **Save and Close**.

To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

**New Automatic Item: Vary Amount and Schedule by Grade**

The Vary Amount and Schedule by Grade billing item charges payers specific amounts based upon the grade level and a unique schedule defined for that grade level.

- **Adding new automatic item: vary amount and schedule by grade**

1. On the Products and Billing Items page, click the down arrow beside **New Flat Rate Item** and select **New Automatic Item: Vary Amount and Schedule By Grade**. The New Automatic Item screen appears.

2. In the **Item ID** field, enter a unique identification number for the automatic item.

   When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the **Status** field, select “Active” or “Inactive”.

4. In the **Description** field, enter a description to help identify the automatic item.

5. In the **Dates** field, enter the beginning and ending dates during which the item can be used.
6. In the **Bill code** field, select a bill code. The bill code allows this item to be used with the **Generate Transactions Automatically** feature in **Administration**. You assign the bill code to students billed using this item.

7. If the automatic item is subject to sales tax, mark **Item is subject to sales tax**. In the sales tax field, select a sales tax billing item.

8. To include the automatic item in TRP calculations, mark **Include in TRP calculation**.

9. If the item is subject to finance and late charges, mark **Item is subject to finance and late charges**.

10. To use the schedule for all transactions, mark **Do not allow schedule to be overridden**. Custom schedules established on student, individual, or organization records are ignored.

11. On the action bar, click **New** to create a new pay schedule for a grade level.

12. On the Schedule for Grade and Amount screen, in the **Grade** field, select a grade.

13. In the **Amount** field, enter a corresponding amount.

14. In the grid on the Schedule tab, enter a billing schedule for the item. In the **Number of dates** field, enter the desired number of payment dates to use for the billing item.

15. In the **Generate On** column, enter the dates the payments generated.

16. In the **Percent** column, enter the percentage of the total amount to be distributed for each payment date or click **Distribute Evenly** to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date. You can toggle between amount and percentage by clicking the $ or % buttons.

17. If you click **Load Schedule**, you can select to use a date distribution defined on the Schedules page, a distribution defined on another automatic item, or create a new distribution schedule.
18. The **Remaining** field displays 100% minus the total of the percent currently distributed across rows in the grid.

19. To add distribution information, select the GL Distribution tab. In this case, the distribution pertains to the amount and grade combination rather than the entire billing item. The GL distribution here defaults from the GL Distribution on the automatic billing item if you defined one there. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

20. Click **OK** to return to the new automatic item screen.

21. In the **Comment** field, you can enter default comments for the item that will appear on statements.

22. To save the automatic item record and return to the Records page, click **Save and Close**.

   To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

**New Automatic Item: Single Amount and Schedule**

The Single Amount and Schedule item determines charges based on a common amount. This is the only automatic billing item not associated with a specific grade.
Adding new automatic item: single amount and schedule

1. On the Products and Billing Items page, click the down arrow beside New Flat Rate Item and select New Automatic Item: Single Amount and Schedule. The New Automatic Item screen appears.

2. In the Item ID field, enter a unique identification number for the automatic item.

When you create a new billing item, you will need to determine which application restrictions the billing item ID should be added to. For more information about application restrictions, see “Application Restrictions” on page 126.

3. In the Status field, select “Active” or “Inactive”.

4. In the Description field, enter a description to help identify the automatic item.

5. In the Dates field, enter the beginning and ending dates during which the item can be used.

6. In the Amount field, enter an amount to use.

7. In the Bill code field, select a bill code. The program uses bill codes for generating transaction automatically in Administration. You assign the bill code to students billed using this item.

8. If the automatic item is subject to sales tax, mark Item is subject to sales tax. In the sales tax field, select a sales tax billing item.

9. To include the automatic item in TRP calculations, mark Include in TRP calculation.

10. If the item is subject to finance and late charges, mark Item is subject to finance and late charges.
11. To use the distribution for all transactions, mark **Do not allow schedule to be overridden**. Custom distributions established on student, individual, or organization records are ignored.

12. In the **Comment** field, you can enter default comments for the item that will appear on statements.

13. In the grid on the right, you can enter a billing schedule for the automatic billing item. In the **Number of dates** field, enter the number of payment dates to use for the automatic billing item.

14. In the **Generate On** column, enter the dates the payments generated.

15. In the **Percent** column, enter the percentage of the total amount to be distributed for each payment date or click **Distribute Evenly** to automatically divide the amount equally over the schedule and place any remaining amount in the last payment date. You can toggle between amount and percentage by clicking the $ or % buttons.

16. If you click **Load Schedule**, you can select to use a date distribution defined on the Schedules page, a distribution defined on another advance deposit, or create a new distribution schedule.

17. The **Remaining** field displays 100% minus the total of the percent currently distributed across rows in the grid.

18. To save the automatic item record and return to the Products and Billing Items page, click **Save and Close**.

To continue adding information for this item, click the GL Distribution tab. For more information about the GL Distribution tab, see “Product and Billing Item Distributions” on page 113.

**Product and Billing Item Distributions**

When you add new products and billing items, you should also add account distribution information such as credit and debit accounts, amounts to distribute, and whether to classify distributions using projects, classes, or transaction codes. If you define distributions on the product or billing item record, you will not have to enter those details every time you use the product or item. You can also pre-define default distributions in **Configuration**, and then select from those field entries to quickly and easily create product and billing item distributions. When you save the product or item, **Student Billing** automatically verifies that all distributions balance, so you are assured the distributions will post. On a refund item, you cannot enter a debit account because that information defaults from the charge record.

Because you cannot enter negative numbers into **Student Billing**, you must use miscellaneous entries or credits in lieu of negative cash amounts.
Distributing products and billing items

Distributing refund items is identical to distributing any other product or item, except that debit accounts are not required. Debit account information defaults automatically from the original charge record and does not appear on the refund item record.

1. On an open item record, select the GL Distribution tab.

2. In the CR Account Number column, if you enter a default credit account, it appears automatically in charge, credit, and refunds. You can click Load Distribution to use a default account distribution from the Distributions page, or you can enter a distribution manually. When you enter a credit account number, the description appears automatically in the CR Account Description column.

If you select “Never” for the Allow non-bank transactions to use cash accounts business rule, you cannot use cash accounts for any non-bank transactions in Accounts Payable, Accounts Receivable, Cash Receipts, Payroll, or Student Billing because Cash Management settings are shared by these programs. If you attempt to, a message appears telling you to choose a different account.

3. Enter the percentage in the Percent column. To distribute percents equally among the selected accounts, click Distribute Evenly.

4. If you defined a default accounts receivable summary account on the Default Accounts page, it appears automatically in the DR Account Number column. Otherwise, enter debit accounts for the distribution. When you enter a debit account number, the description appears automatically in the DR Account Description column.
5. If you enter debit and credit accounts from different funds, Student Billing automatically inserts a valid interfund entry in the Interfund field to balance the accounts. If you have not created a balancing interfund entry for those accounts on the Interfunds page, you cannot save the distribution. For more information about interfund entries and entry sets, see “Interfunds” on page 71.

6. If you have the optional module Projects and Grants, enter a project identification number in the Project ID column. When you enter a valid project identification number, the description appears automatically.

7. In the Class column, select a class for the distribution.

8. If you have the optional module Projects and Grants and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

9. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the row and click Distribution. For a debit account, select DR Distribution. For a credit account, select CR Distribution. The Transaction Distribution screen appears.

   You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click OK to return to the GL Distribution tab.

10. To add attributes to the distribution, click Attributes. For more information about adding attributes, see “Product and Billing Item Attributes and Notes” on page 115.

11. To delete all rows of the grid, click Delete All.

12. To save the item record and return to the Products and Billing Items page, click Save and Close.

   To continue adding information for this item, click the Attributes and Notes tab. For more information about the Attributes/Notes tab, see “Product and Billing Item Attributes and Notes” on page 115.

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### Product and Billing Item Attributes and Notes

You can further define product and billing item records by adding information to the Attributes and Notes tabs. On the Attributes tab, you can add attributes for an additional level of detail and reporting capability. You can filter and sort by item attributes. On the Notes tab, you can add information specific to that product or item record.

#### Working with Attributes

An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specification — a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for revenue categories, you can track products and billing items by revenue.
Adding an attribute to a product or billing item

1. On an open item record, select the Attributes tab.

[Image: screenshot of Attributes tab]

2. In the **Attribute type** field, select a specific attribute type or “All Categories”.

3. In the **Attribute type** column, select an attribute. Attribute types are established on the Attributes page.

4. In the **Description** column, select a description of the attribute.

5. In the **Date** column, enter a date.

6. In the **Comments** column, enter additional information about the attribute.

7. To close the item record and return to the Products and Billing Items page, click **Save and Close**.

**Working with Notes**

The Notes tab of a product or billing item record is an open text field where you can enter additional information about the product or item. You can maintain data such as a product’s catalog number, the delivery date, or other important information.
Adding a note to a product or billing item

1. On an open item record, select the Notes tab.

2. In the text box, enter free-form text information about the item.

3. To close the item record and return to the Products and Billing Items page, click **Save and Close**.

Copying Products and Billing Items

On the Products and Billing Items page, you can copy products and billing items and increase or decrease the amount by a specific dollar value, or by a percent. You can select specific records you want to copy, or you can copy all products and billing items. If you copy an item with pricing schedules, the last schedule is copied and changed if necessary to reflect your new prices.

The Copy Products and Billing Items process excludes any products and billing items with a billing cycle selected for the date range. To copy the excluded items, use the Copy Billing Cycle option. For more information about using the Copy Billing Cycle option, see “Copying a billing cycle” on page 130.
Copying products and billing items

1. On the Products and Billing Items page, on the menu bar, select Tools, Copy Products/Billing Items. The Copy Products and Billing Items screen appears.

2. In the Include products and billing items with these dates frame, select a date and date range in the Valid from date within and Valid to date within fields. If you select <Specific range>, specify a start and end date. If the start date is blank, all activity prior to the end date is included. If the end date is blank, all activity after the start date is included.

3. To change the unit or per usage price of the copied records, mark Change unit/per usage price of copied items by [ ], and select “Amount” to change the dollar value or “Percent” to change the value by a percentage.

Select to increase or decrease the amount or percentage, then enter the change value in the amount or percent field.

4. To change the price on copied product pricing schedules, mark Change unit price on pricing schedules of products.

5. To change schedule dates from weekends, mark Change schedule dates that fall on a weekend to and select “The previous weekday” or “The next weekday”.
6. Select the Filters tab.

7. On the Filters tab, you can filter by Products and Billing Item Types, Products and Billing Items, and Product and Billing Item Attributes. To copy only records with specific information, select filters in the grid. For more information about filtering in Student Billing, see the Program Basics Guide.

8. Select the Preview tab. Products and billing items that meet your specifications appear in the grid.

9. To copy all records, click Select All.

10. To deselect all items, click Deselect All.

11. Mark the checkbox in the Copy? column next to each product or billing item to copy.

12. To view a report of the records that will be copied, click Pre-copy report.

13. To copy the products or billing items, click Copy now. A message appears, telling you the process is complete. The number of items that did not copy successfully appears in the Exceptions row of the grid.
14. To view a control report of the copied records, click View Control Report.

15. To close the message screen and return to the Products and Billing Items page, click Close.

Addressee/Salutations

You can further customize Student Billing by defining the way student and individual address information and salutations appear on statements and other correspondence. By configuring addressee and salutation formats, you help ensure that addressees and salutations appear consistently on mailings. You can create various salutation formats for use depending on the occasion.

In an addressee/salutation format, you include fields from records in the program, such as titles, names, social security number, and grade level. You can define custom fields to use in an addressee/salutation format.

- Adding a salutation
  1. From the Configuration page, click Addressee/Salutations. The Addressee/Salutations page appears.
2. On the action bar, click **New Salutation**. The New Salutation screen appears.

3. In the **Field Name** field, select the specific address/salutation field to include in this format. For example, for a student’s first name to be part of the salutation, select “First name”.

4. In the **Initial**, **Comma**, **Cond**, **Hard Brk**, **Concat**, and **Smart** columns, mark the formatting styles to use. The formatting style you select produces the following result:
   - **Initial**. When you mark this checkbox, the program reduces the field entry to a single initial and inserts a period.
   - **Comma**. When you mark this checkbox, the program inserts a comma before the field entry.
   - **Cond (Conditional Break)**. When you mark this checkbox, the address/salutation wraps to the next line at the point where the conditional break is placed if the salutation is too long. For example, a salutation might not fit on certain sizes of address labels.
   - **Hard Brk (Hard Break)**. When you mark this checkbox, the address/salutation automatically wraps to the next line at the point where the hard break is placed.
   - **Concat**. When you mark this checkbox, the program removes the spaces between the current field and the subsequent field.
   - **Smart**. When you mark this checkbox, the program removes a user-defined field if the fields with the smart option are activated. For example, if you are working with an addressee/salutation format of “John and Jane Q. Smith” and you select the smart option by the spouse first name field, the system drops the “and” if there is not an entry in the spouse first name field. This prevents salutations of “John and Q. Smith.”
5. The Preview pane is informational only, and displays the way the field appears when the formatting options are set.

6. To save the salutation and return to the Addressee/Salutations page, click Save and Close. The address format is now displayed the Addressee/Salutations page.

Promotion Schedules

On the Promotion Schedule page in Configuration, you can view and define how students progress through grade levels. You define grade levels in the Grade Level table on the Tables page in ascending order, such as from Kindergarten to Twelfth Grade. For more information about tables, see “Tables” on page 36. In Student Billing, you promote students in Administration. For more information about promoting students, see the Administration Guide for The Financial Edge.

If you have Registrar’s Office installed, the Promotion Schedule page does not appear in Student Billing Configuration. Instead, you can promote students using the End of the Year Wizard in Registrar’s Office. For more information about the End of the Year Wizard, see the Administration Guide for The Education Edge.

If you have Admissions Office installed, you can promote students using the Update Applications Wizard that is accessible from the Applicants page. Because Admissions Office can track promotion schedules for multiple schools, promotion schedules are not shared between Admissions Office and Student Billing. You cannot view Student Billing promotion schedules in Admissions Office, or vice-versa. For more information about Promotion Schedule in Admissions Office, see the Administration Guide for The Education Edge.

On the Promotion Schedule page, the Grade Level and Description columns are locked and cannot be edited. You create these entries on the Tables page in Student Billing Configuration. You must create table entries for the Grade Level table before you can create a promotion schedule. For more information about table entries, see “Tables” on page 36.
Adding a promotion schedule

1. From the Configuration page, click Promotion Schedule. The Promotion Schedule page appears.

The grade levels and grade level descriptions from the Grade Level table in Configuration appear in the grid. You cannot edit these columns.

2. In the Graduate column, mark the checkbox for the grade from which a student graduates out of the school.

3. For each grade level in the school, select the next grade level that students go to in the Next Grade Level column. The next grade level’s description appears in the Description column.

For example, in a high school, promote ninth grade to tenth grade, tenth grade to eleventh grade, and eleventh grade to twelfth grade.

4. Designate any grade levels from schools outside of your organization that progress to the entrance level at the school.

For example, in a high school, designate that eighth grade promotes to ninth grade.

5. When you exit the Promotion Schedule page, your settings are saved automatically.

School Store Manager

If you have the optional module School Store Manager, the School Store Manager link appears on the Configuration page. Configuring School Store Manager is the first step in establishing the connection between Store Operations and Student Billing. When you complete configuration for at least one store, all School Store Manager functions become fully active and you can load transactions to Student Billing.
The School Store Configuration screen is where you configure settings for each store added to the program. On the Options tab of that screen, you define the account number that automatically appears on ID cards when they are printed. For more information about configuring School Store Manager, see the School Store Manager Guide.

Hold Codes

On the Hold Codes page in Configuration, you define hold codes and restrictions for students. Hold codes prevent students from performing certain tasks until they complete a responsibility. When you put a student on hold, you encourage them to complete their responsibilities. For example, you can put students on hold by not allowing them to register for classes until they pay their tuition.

In The Education Edge, you can restrict the student from receiving a report card, receiving a transcript, registering for classes, being assigned housing, or accessing NetClassroom. To restrict students from being assigned housing or accessing NetClassroom, you must have the optional modules, Residence Life and NetClassroom. However, you do not have to mark a restriction.

If the hold code restricts an activity you monitor outside of The Education Edge, you create a hold code without restrictions. For example, a student has a behavior incident on record and is not allowed to attend athletic events. You place a hold on the record but not a restriction because you monitor athletic event attendance with other methods.

When you define hold codes, you can also update a student’s billing status.
Define a hold code

1. From the Configuration page, click Hold Codes. The Hold Codes page appears.


3. In the Hold code field, enter the name, up to 60 characters, for the hold code.
4. In the **Who to contact** field, select or enter a contact for the hold code. If you enter a new contact, a message appears to ask if you want to add it to the Who to Contact table.

5. In the **Default reason** field, enter a reason for the hold code. The default reason appears on the entry in the student’s hold code log.

   In the **Displays as** field, your choices thus far appear as they will on the student’s record.

6. In the **Restrict the student from** box, mark the restrictions to associate with the hold code.

7. To update the student’s **Student Billing** status, mark **Update the student to the following billing status when adding this Hold code** and select the billing status.

8. Click **Save and Close** to save the hold code and return to the Hold Codes page.

### Application Restrictions

Application restrictions determine which transactions payments, credits, advance deposits, and financial aid apply to.

These scenarios demonstrate how you can use application restrictions:

<table>
<thead>
<tr>
<th>Scenario #1</th>
<th>Restrictions</th>
</tr>
</thead>
</table>

For advance deposits and financial aid, application restrictions restrict the credits generated from those transactions.
Notes for Scenario #1:

- When creating a restriction record, you are selecting billing item IDs, not specific billing items so it is possible to create one restriction record that applies to all dates even though the billing item records are not defined this way.

- If you create application restrictions that span across billing cycles or across more than one time frame for different billing items, you can use the Copy Billing Cycles option to copy a billing cycle and the corresponding billing items without impacting the application restrictions. If you are not using billing cycles, you can use the Copy Product and Billing Items option to create billing items without impacting the application restrictions if your application restrictions do not specify a date range.

Notes for Scenario #2

- When creating a restriction record, you are selecting billing item IDs, not specific billing items. This allows you to create one restriction record and then use the copy Product and Billing Items option for each new academic year. This way, you can create billing items for each year without having to update the restriction to include those new billing items.

- If you use this method for restrictions, you need to make sure to copy these restrictions before you begin billing for the next academic year just as you do for billing items.

For information about how to create application restrictions, see:

### Scenario #3

<table>
<thead>
<tr>
<th>Scenario #3</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>You need a separate set of restrictions for each academic year billing time frame regardless of the type of charge. For example, you want to restrict payments and credits so they apply to only charges created for activity during the 2007-2008 or 2008-2009 academic years.</td>
<td>Create application restriction records containing all the billing item IDs for the date ranges representing the 2007-2008 academic year and the 2008-2009 academic year.</td>
</tr>
</tbody>
</table>

- When creating a restriction record, you are selecting billing item IDs, not specific billing items. This allows you to create one restriction record and then use the copy Product and Billing Items option for each new academic year. This way, you can create billing items for each year without having to update the restriction to include those new billing items.

- If you use this method for restrictions, you need to make sure to copy these restrictions before you begin billing for the next academic year just as you do for billing items.
• To learn how application restrictions are used in applications, see “Processing Applications” on page 144.

• To learn how you should create your application restrictions, see “Using Application Restrictions” on page 355.

• To learn how you can use application restrictions with advance deposits, see “Add Advance Deposit Items” on page 17.

• To learn how you can use application restrictions with Financial Aid, see “Add Financial Aid Items” on page 20.

• To learn how to add an application restriction, see “Add an application restriction” on page 128.

➢ **Add an application restriction**

1. From the Configuration page, click **Application Restrictions**. The Application Restrictions page appears.

2. Click **New Restriction**. The New Application Restriction screen appears.

3. In the **Restriction ID** field, select a Restriction ID. You can create restriction entries on the Tables page of **Configuration** or enter a new restriction in the field.

4. In the **Status** field, select “Active” or “Inactive”. 

---

<table>
<thead>
<tr>
<th>You need a separate set of restrictions for each academic year billing time frame and for different types of charges. (A combination of Scenario #1 and Scenario #2) For example, you want to able to specify whether a payment is for 2008-2009 Tuition or 2007-2008 Incidentals.</th>
<th>Create multiple restriction records for each date range or academic year. Each restriction includes only the selected billing item IDs you want to group together. In this case, you would create these restrictions: INCIDENTALS 2007-2008 TUITION 2007-2008 INCIDENTALS 2008-2009 TUITION 2008-2009</th>
</tr>
</thead>
</table>

---
5. In the **Description** field, enter more information about the restriction.

6. In the **Dates** field, select a billing cycle, “Restriction can be used on any date”, or “Restriction can only be used from” and enter dates to specify a date range. When you select a billing cycle or specify a date range for the restriction, the payment or credit is applied to only transactions that fall within the specified date range.

7. In the **Type** field, select a billing item type.

8. In the **Billing Item ID** field, select a billing item.

9. Click **Save and Close** to save the restriction and return to the Application Restrictions page.

### Billing Cycles

Billing cycles group transactions and activity by date ranges for filtering transactions in reports and statements. For example, you can create reports and statements that are broken down or summarized by billing cycles to provide parents with information about their transactions for a particular academic year. Schools typically create billing cycles that follow their fiscal year (July to June), with these exceptions:

- If you need to start charging tuition before the previous fiscal year ends, your billing cycle should run from June to May.
- If you need to charge tuition after the current fiscal year ends, your billing cycle should run from August to July.

If you have multiple schools and they follow different schedules, you need to decide which school will use billing cycles since the dates for billing cycles cannot overlap. For example, you have a regular school for which the billing period is July to June and you also have a summer school for which the billing period is February to August. In this case, you need to decide whether billing cycles will be used for the regular school or summer school. We recommend that you accommodate the school that creates more transactions and has greater reporting needs — for this example, that is the regular school.

#### Adding a billing cycle

1. From the Configuration page, click **Billing Cycles**.


3. In the **Billing cycle** field, select the academic year for the billing cycle. The entries available for selection are those from the Academic Year table, not academic year records.
4. The **Description** field displays the default description assigned to the selected billing cycle table entry. You can edit the description.

5. In the **Start date** field, enter the beginning date of the billing cycle.

6. In the **End date** field, enter the ending date of the billing cycle.
   
   The date range of one billing cycle cannot overlap the date range of another billing cycle. You cannot change the date fields once billing items, bill codes, or application restrictions exist for the billing cycle.

7. Click **OK** to save and close the billing cycle. You return to the Billing Cycles page.

### Copying Billing Cycles

You can reuse billing cycle records by copying existing billing cycles to create new ones. Using this process, you can also copy associated application restrictions, products and billing items, and bill codes, with their dates updated to match those of the new billing cycle.

While you can use the Copy Billing Cycle option to make copies of these associated items, we recommend using the Copy process for that item when you need to be more selective about which items are copied or when you need to make more extensive changes to their amounts or dates. For example, use the Copy Product and Billing Items option to copy only selected products and billing items.

- **Copying a billing cycle**
  
  1. From the Configuration page, click **Billing Cycles**.
  
  2. On the Billing Cycles page, select the billing cycle to copy and click **Copy from**. The Copy Billing Cycle screen appears.


3. In the **Billing cycle to copy to** field, select the academic year for the billing cycle. The entries that appear in the dropdown are the academic years that do not have a billing cycle record defined already.
4. The **Start date** and **End date** fields display the default dates for the new billing cycle. These dates are those assigned to the original billing cycle plus one year. For example, if the start and end dates from the original billing cycle are June 1, 2007 to May 1, 2008, the default dates on the new billing cycle are June 1, 2008 to May 1, 2009.

The date range of one billing cycle cannot overlap the date range of another billing cycle. You cannot change the date fields once billing items, application restrictions, or bill codes exist for the billing cycle.

5. In the **Copy this information** box, mark the items of information to copy from the existing billing cycle. You can mark **Application Restrictions**, **Product and Billing Items**, and **Bill Codes**.

The copy process produces exact copies of the selected application restrictions, product and billing items, and bill codes, with the dates updated to match those of the new billing cycle.

The program only copies restrictions, products and billing items, and bill codes, that have the copied billing cycle selected in the **Dates** field and an active status.

6. Click **Copy Now**. The Copy Billing Cycle screen closes and the Billing Cycle screen appears for the new billing cycle. Click **OK** to save and close the billing cycle. You return to the Billing Cycles page.

If you included products and billing items in the copy process, review the new product and billing items and make any necessary updates.
Chapter 2

Registrar’s Office and Billing Integration

Contents

Setting Up Registrar’s Office and Billing Integration. 134
Fiscal Years. 134
Business Rules 134
Determination Tables 134
Reversal Schedules 135
Billing Items 135
Course Records 136
Generating Transactions 136
Printing Statements 137
Troubleshooting 137
Registrar’s Office and billing integration uses information shared between Student Billing and Registrar’s Office to create student line items based on course fees defined on the course record and residence life information defined on the residence life record. Using determination tables, you can define which billing item to use for course fees, residence fees, or meal plan fees when generating an invoice line item. Using reversal schedules, you can define the percentage of invoice line items to credit back to students by date range during the drop/add period.

Setting Up Registrar’s Office and Billing Integration

There are several items that must be configured before you can generate transactions using the Registrar’s Office and billing integration process.

Fiscal Years

It is important to ensure that fiscal years are open for the appropriate academic years before generating transactions. One way to do this is to set up fiscal years in General Ledger Configuration to match your academic year dates rather than your organization’s true fiscal year. You can also set your fiscal years to match your organization’s true fiscal year, but you need to ensure that the next fiscal year is open before generating transactions. For example, if you are generating transactions in July 2007 for the 2007-2008 academic year and your new fiscal year does not begin until January 2008, you need to ensure that the 2008 fiscal year is open.

Business Rules

To enable the Registrar’s Office and billing integration functionality, mark the Generate transactions based on information from The Registrar’s Office business rule in Student Billing Configuration.

Marking this business rule enables the Determination Tables and Reversal Schedules links in Configuration. In Determination Tables, you can select the billing items to use for Amount per credit and Fixed amount course fees. In Reversal Schedules, you can define the percentage of invoice line items to credit back to students by date range.

For more information about business rules, see the Student Billing Configuration chapter.

Determination Tables

Using determination tables, you define which billing items to use for course fees when generating transactions.

For more information about determination tables, see the Student Billing Configuration chapter.
Reversal Schedules

Using reversal schedules, you define how course fee transactions are reversed as credits, adjusted, or deleted based on student enrollment changes. You also define the percentages to credit back to students for different date ranges. For example, during a school’s drop/add period, students are credited according to this schedule:

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Time</th>
<th>To Date</th>
<th>To Time</th>
<th>Start Term</th>
<th>Credit %</th>
<th>Delete Unpaid Line Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1</td>
<td>12:00AM</td>
<td>5/30</td>
<td>5:00PM</td>
<td>Summer 1</td>
<td>Credit 100%</td>
<td>Yes</td>
</tr>
<tr>
<td>4/1</td>
<td>12:00AM</td>
<td>6/27</td>
<td>5:00PM</td>
<td>Summer 2</td>
<td>Credit 100%</td>
<td>Yes</td>
</tr>
<tr>
<td>5/30</td>
<td>5:01PM</td>
<td>6/2</td>
<td>5:00PM</td>
<td>Summer 1</td>
<td>Credit 100%</td>
<td>No</td>
</tr>
<tr>
<td>6/2</td>
<td>5:01PM</td>
<td>6/4</td>
<td>5:00PM</td>
<td>Summer 1</td>
<td>Credit 50%</td>
<td>No</td>
</tr>
<tr>
<td>6/27</td>
<td>5:01PM</td>
<td>6/30</td>
<td>5:00PM</td>
<td>Summer 2</td>
<td>Credit 100%</td>
<td>No</td>
</tr>
<tr>
<td>6/30</td>
<td>5:01PM</td>
<td>7/2</td>
<td>5:00PM</td>
<td>Summer 2</td>
<td>Credit 50%</td>
<td>No</td>
</tr>
</tbody>
</table>

For more information about reversal schedules, see the Student Billing Configuration chapter.

Billing Items

Before the start of each academic year/session, create or update billing items in Student Billing Configuration or Records for every type of invoice line item you need.

Student Billing uses the billing items selected for course fees in the determination tables when generating an invoice line item unless you specify a different billing item on the Course record. Create two billing items for course-specific fees: one flat rate item for fixed amount course fees and one per-usage item for amount per credit course fees.

For more information about billing items, see the Student Billing Configuration chapter.

We recommend you mark the Allow users to edit the amount on transactions option for any billing you plan to include in the determination tables.
Course Records

On the Billing tab of course records in Registrar’s Office and Student Billing, you can define fees that are specific to a course that may be incurred in addition to or instead of standard course fees defined in the determination table. For example, all courses at your school are $200 per credit except for Engineering courses which are $250 per credit. To address this variation, you can define a course fee for $250 per credit on the Billing tab of an Engineering course. You can also add course fees on the Billing tab for any additional fixed amount fees associated with the course such as lab or technology fees.

The Registrar’s Office and billing integration process uses fee information from the Billing tab on course records to determine student invoice line items. We recommend that your billing office coordinate with your registrar’s office about what information should be entered on the tab before you begin to generate invoice line items. Because students are billed automatically for the fees assigned to a course, consider whether some expenses associated with the course should be billed separately and, therefore, not added on the Billing tab. For example, you can include textbooks on student schedules so that parents and students know which books are required for each course. If you want students billed for textbooks when they are billed for the courses, include the textbook fees on the Billing tab. However, if students buy their textbooks later at the bookstore, do not include the textbook fees on the Billing tab. You can enter the required textbooks as attributes on the Attributes tab if you need them to display on the schedule.

We also recommend that the billing office coordinates with the registrar’s office about how the Copy Course Information process is used each year and what information will be copied, particularly information from the Billing tab of the course record.

For more information about course records, see the Courses chapter of the Records Guide for Student Billing and the Records Guide for Registrar’s Office.

Generating Transactions

After you make all changes to enrollments and schedules, you can use Generate Transactions Automatically to generate invoices and line items. During this process, Student Billing uses information from the course record, student record, residence life record, determination table, and reversal schedule to determine which invoice line items to generate for each student. The program may generate one line item for each course, or multiple line items for a single course for each student.

If you use the Generate Student Schedules process, we recommend that you do not generate the transactions until student schedules are finalized. If you generate student schedules after generating transactions and changes were made to student records, such as enrollment or enrollment type, you will need to generate transactions again to ensure students are billed properly for the changes.

For more information about generating transactions, see the Administration chapter of the Administration Guide for The Financial Edge.
Printing Statements

Statements include invoice, line item, and return information. Once students are enrolled in classes and transactions are generated, you can print and distribute statements. During the drop/add period, you can also create adjusted statements for students who dropped or added a class, or changed status. For more information about creating statements, see the Forms chapter of the Mail Guide for The Financial Edge.

Troubleshooting

If line items are generating the wrong amount or not generating at all, check for these issues:

- Billing items selected in the determination table are not valid for the dates being processed.
- The charge amount is wrong on the billing item.
- The billing item is restricted by date or amount. Check the Limit charges fields on the billing item record.
- The fiscal year for the transactions is not considered open. See “Fiscal Years” on page 134.
- The units are incorrect on a per usage line item. Student Billing uses credits to calculate the units, so check the number of credits defined for the academic year on the course.
- The per credit amount is incorrect on the Billing tab of the course record.
- No grading information is defined on the course record for the academic year resulting in no credits for a per usage item to reference.
- The course fee amount is incorrect on the Billing tab of the course record.
- If you receive a processing error for a billing item that says “Field is read-only: Amount”, make sure Allow users to edit the amount on transactions is marked in the determination table of the billing item.
- When you edit the course record Billing tab, if you use different transaction dates when you generate transactions or when you recalculate students, it may be possible for the system to find different billing item IDs. We suggest you review the transaction date and how you set up the billing item to ensure consistent billing.
Payment and Credit Applications

Contents

Setting Up the Application Process .................................................. 140
Assigning Payment Responsibility to Students or Payers .................. 140
Setting the Payment Distribution Method ....................................... 140
Setting Automatic Application Business Rules .............................. 141
Defining Payers ............................................................................ 142
Processing Payments and Credits .................................................. 142
Processing Applications ................................................................ 144
Order of Processing ..................................................................... 145
Troubleshooting ......................................................................... 145
Unapplying Payments and Credits ............................................... 145
GL Distribution of Payments ......................................................... 146
GL Distribution of Credits ........................................................... 146
**Student Billing** provides a lot of flexibility for applying payments and credits. This chapter describes how the application process works and how to best set it up for your organization.

## Setting Up the Application Process

Before you begin entering transactions and making applications, you need to set these options in **Configuration**:

- Assigning Payment Responsibility to Students or Payers
- Setting the Payments Distribution Method
- Setting Automatic Application Business Rules

### Assigning Payment Responsibility to Students or Payers

Using the **Use this billing option** field in Student business rules, select whether your organization will use payer-centric or student-centric billing.

- **Payer-centric** means payment responsibility is assigned to payers for a student’s charges. To use payer-centric billing, select “Assign each charge to a payer’s account” in the **Use this billing option** field. When you select this option, the Payers tab appears on the student record so you can specify related students, individuals, or organizations who are responsible for paying for the student’s charges.

- **Student-centric** means payment responsibility is always assigned to the student. To use student-centric billing, select “Assign all charges to this student’s account” in the **Use this billing option** field. When you select this option, the Payers tab does not appear on the student record.

The payer setting you select becomes the default value in the **Billing option** field on the Bio 2 tab of the student record. You can later change this value on the student record unless you select “Never” for the **Allow this setting to be changed** business rule.

For more information about the Use this billing option business rule, see the Student Business Rules section of the **Configuration Guide for Student Billing**.

### Setting the Payments Distribution Method

If you opted to use payer-centric billing, you need to select your method for distributing unapplied payments. In the **Distribute payments** field in General Business Rules select:

- **Proportionally based on the balance** — Using this method, the payment is applied proportionally to the records for which the payer is responsible.

- **Evenly across students only** — Using this method, the payment is applied evenly across all the students for which the payer is responsible, excluding the payer’s own charges.
Evenly across all records — Using this method, the program determines the total number of students and individuals for which the payer is responsible (including the payer) and divides the payment amount evenly among all those records.

The option you select determines how payment records default into the grid on the Student Billing Detail tab. For more information, see “Processing Payments and Credits” on page 142.

If you use student-centric billing and each student is responsible for only his own payments, this business rule does not affect how your payments are distributed.

For more information about the Distribute payments [ ] business rule, see the General Business Rules section of the Configuration Guide for Student Billing.

**Setting Automatic Application Business Rules**

We recommend using automatic applications to avoid reconciliation issues and reduce the amount of work required to apply payments and credits. The Automatic Application business rules provide flexibility for setting up the automatic application process.

To mimic a “balance forward” billing system, mark **Set the following fields to automatically apply to oldest transactions first**. When you mark this option, the program configures the Automatic Application business rules for you so that new payments and credits apply automatically to the oldest charges first, reducing the overall balance of the record.

To customize how payments and credits are applied automatically or to set the business rules so that all payments and credits must be applied manually, unmark **Set the following fields to automatically apply to oldest transactions first** so you can make selections in the other fields.

**Automatically apply new payments.** Using this business rule, you can select when to automatically apply new payments. You can select “Always”, “Never”, or “As defined on each record”. If you select “As defined on each record”, you will need to mark **Automatically apply new payments** on the Bio 2 tab on the student, individual, or organization record to automatically apply payments.

**Automatically apply new credits.** Using this business rule, you can select when to automatically apply new credits. You can select “Always”, “Never”, or “As defined on each record”. If you select “As defined on each record” you will also need to mark **Automatically apply new credits** on the Bio 2 tab on the student, individual, or organization record to automatically apply credits.

**When applying automatically, apply to.** Using this business rule, you determine whether automatic payment and credit applications are first applied to the oldest charges or the most recent charges. The default setting is “Oldest charges”.

**Apply to owner’s charges.** This business rule determines how payments and credits are applied for students, individuals, and organizations who are responsible for multiple sets of charges. You can select “with others’ based on above rules”, “before applying to others’ charges”, or “only after applying to others’ charges”.

When entering new charges and unapplied credits or payments exist. Using this business rule, you can select what happens when new charges are entered and unapplied credits or payments exist. You can select “always apply the credits and payments automatically”, “never apply the credits and payments automatically”, or “ask each time whether to apply the credits and payments automatically”.

When applying automatically, apply to. Using this business rule, you determine whether automatic payment and credit applications are first applied to the oldest payments and credits or the most recent payments and credits. The default setting is “Oldest payments or credits”.

Include inactive students/individuals/organizations. If you mark this business rule, Student Billing includes inactive students, individuals, or organizations when automatically applying payments and credits.

Defining Payers

If you are using payer-centric billing, you must define payers for the student, individual, and organization records who need them. On the Payers tab, select the other records responsible for the student, individual, or organization’s charges and enter the percentage they are required to pay.

Student Billing uses the settings on the Payers tab to identify which records should get the benefit of a payment or credit. For example, two students, Lisa and Tim, have their father, John, listed as the payer for 100% of their charges. When John makes a payment, the program distributes the payment automatically to any unapplied charges Lisa and Tim own, according to the method you selected for the Distribute payments [ ] business rule. Payment distributions and applications are explained in greater detail in the following sections.

If you use student-centric billing, the Payers tab does not appear on student records because all charges are automatically assigned to the student.

Processing Payments and Credits

After you set the business rules and begin adding payment and credit records, the program uses your Configuration settings to distribute and apply the payment and credit amounts.

You can view and edit applications on the Student Billing Detail tab for payments and the Applied To tab for credits. If you selected to use automatic applications, you will only need to verify payment and credit applications and occasionally update them manually. If you are not using automatic applications, you will need to use the Student Billing Detail and Applied To tabs to manually apply each payment or credit you receive. We recommend using automatic applications to avoid reconciliation issues and reduce the amount of work required to apply payments.
The options you select for the Distribute payments [ ] business rule and settings from the Payers tab determine how payment amounts default into the Reduces Balance Of grid on the Student Billing Detail tab. There are several columns of information in the Reduces Balance Of grid:

- The Reduces the Balance Of column displays the record selected in the Payment from field on the Payment tab by default. This record’s balance is reduced by the payment. If you use payer-centric billing, this record may not own the charge but was assigned responsibility for it because they are a payer for another record. If you use student-centric billing, this value is always the student. If you add additional payees, those records appear in this column as well. You can hide the Reduces the Balance Of column to make it appear more like the Applications grid in Student Billing 6.x.

- The Transactions For column displays each record with unpaid charges the payer is responsible for.

- The Apply This Amount column displays the amount of the payment to apply to the balance of the record listed in the Transactions For column. For payer-centric billing systems, the method selected for the Distribute payments business rule determines the default amounts distributed to each payee. You can edit the amounts in this column if you need to quickly adjust an application.

For example, if the individual in the Payment from field is a payer responsible for two students who have unpaid charges, both students appear in the grid in the Transactions For column. If you selected “Evenly across all records” for the Distribute payments [ ] business rule, the payment amount is distributed evenly among the payer and the students in the Apply This Amount column.

For both student-centric and payer-centric billing systems, if the payer is not responsible for any record other than himself, a single row appears in the grid for the payer and the percentage is set to 100% in the Apply This Amount column.

For more information about distributing and applying payments and credits, see “Managing Payment Applications” on page 436 and “Adding Payment Distributions” on page 446 in the Payments chapter of the Student Billing Records Guide and “Adding Credit Distributions” on page 345 and “Managing Credit Applications” on page 347 in the Credits chapter of the Student Billing Records Guide.
Processing Applications

When the automatic application process occurs, the program creates a list of possible charges the payment can be applied to. Charges must meet certain criteria to be included in the list:

**Application restrictions.** If a payment or credit has an application restriction, the payment or credit can apply to only charges that meet the criteria defined by the restriction. For more information about application restrictions, see “Application Restrictions” on page 126 in the *Configuration Guide for Student Billing*.

**Statement reference numbers.** If a payment or credit has a statement reference number assigned, the payment or credit can apply to only charges with a matching reference number.

**Transactions For.** For all charges, the charge owner must be one of the records displayed in the *Transactions For* column on the payment, unless the column is set to “All Records”.

**Reverse first transactions.** For student-centric billing systems, the application process includes only transactions where the ownership and assignment of the charge is reversed from what was entered on the payment or credit. So, the *Reduces the Balance Of* column on the payment must display the charge owner and the *Payment from* field must display the same record as the *Responsible for Payment* column on the charge record. The owner of the charge must also be one of the records listed in the *Transactions For* column on the payment.

**Matching distribution transactions.** For payer-centric billing systems, the application process includes only transactions where the payment reduces the balance for the person responsible for the charge. So, the *Reduces the Balance Of* column on the payment must display the same record as the *Responsible for Payment* column on the charge record. The owner of the charge must also be one of the records listed in the *Transactions For* column on the payment.

**Statement recipients for transaction owners.** Only transactions meeting the following criteria will be included:

- One record is designated as the charge owner and has responsibility of the charge.
- Another record is designated as the payment owner, reduces their own balance on that payment, and is a statement recipient of the charge owner’s information.

**Statement recipients for records with charge responsibility.** Only transactions meeting the following criteria will be included:

- One record has responsibility of the charge. Another record is designated as the charge owner, as the payment owner, reduces their own balance on that payment, and is a statement recipient of the charge owner’s information.

Transactions meeting these criteria are automatically excluded from the application process:

- Any transactions considered fully applied before the application process starts.
• Any transactions owned by records with an inactive billing status, if the Include inactive students/individuals/organizations Automatic Application business rule is unmarked.

Order of Processing

Once the program eliminates any transactions that do not meet the application criteria, it uses settings from Configuration Automatic Applications business rules and the charges’ transaction dates to determine the order in which the payment or credit is applied to charges.

• If the Apply to owner’s charges business rule is set to “before applying to others’ charges” or “only after applying to others’ charges”, charge transactions are first ordered based on the owner of the charges. Charges are then ordered by oldest or most recent transaction date, depending on your setting for the When applying automatically, apply to [ ] business rule.

• If the Apply to owner’s charges business rule is set to “with others’ charges based on above rules”, the charge transactions are ordered by oldest or most recent transaction date based on your setting for the When applying automatically, apply to [ ] business rule. If charges occur on the same day, the program uses the time of day to determine which charges are oldest or most recent.

Troubleshooting

• If payment applications are not processing as expected for payer-centric billing systems, check the values in the Reduces the Balance Of column and the Transactions For column. The Reduces the Balance Of column should display the payment owner and the Transactions For column should display the owner of the charge.

Unapplying Payments and Credits

When unapplying payments and credits, Student Billing considers the Use a single AR Summary Account and never post Applications business rule. During the unapply process, if this business rule is checked, only advance deposits are affected. In this case, you need to update the GL distribution in Configuration so the program can transfer funds back in the AR summary account.

If you decide not to mark the Use a single AR Summary Account and never post Applications business rule, Student Billing redistributes unapplied payment and credit amounts to appropriate GL accounts based on the options you specify in Configuration. When you do not mark Use a single AR Summary Account and never post Applications, the default Unapplied Payment account is required on the Default Accounts page in Configuration. Application records are posted so you can track projects, transaction codes, and unapplied transaction activity.

For more information about setting this business rule, see the General Business Rules section of the Configuration Guide for Student Billing.
GL Distribution of Payments

When you unapply a payment from a charge or advance deposit that has been posted after the application, the program needs to correct the GL distribution information by moving the amount to the appropriate GL account. The program compares the Unapplied Payment Account value to its GL distribution information and determines if a distribution row exists to accommodate the unapplied payment amount.

When a row exists, the unapplied amount is moved to the Unapplied Payment Account distribution row. When a row does not exist, Student Billing creates one and moves the unapplied amount to the new row.

For example, a $1,000 payment exists where $700 is applied to a tuition charge and $300 is applied to bookstore charges. You need to unapply the $300 from bookstore charges. During the unapply process, when an Unapplied Payment Account distribution row exists, the $300 is moved to that specific distribution row. If a row does not exist, the program creates a new Unapplied Payment Account distribution row and adds the $300 to that row.

The GL Distribution tab of a payment record displays the distribution used to post the transactions when initially posting. If you apply or unapply after the initial posting, the GL Distribution tab is not updated. You can see the updates either through the application history (if available) or through the CR/DR Entries button on the record.

When posting to General Ledger again after unapplying, the unapplied payment information is tracked so you can account in General Ledger for changes made to the payment.

GL Distribution of Credits

Similar to unapplying payments, when you unapply a credit from a charge or advance deposit that has been posted after the application, the program needs to correct the GL distribution information by moving the amount to the appropriate GL account. The program compares the Unapplied Payment Account value to its GL distribution information and determines if a distribution row exists to accommodate the unapplied amount.

When a distribution row exists to accommodate the unapplied payment, Student Billing uses the fund associated with the DR Account Number field on the credit to determine how the CR account information should be set. The associated fund is compared with the AR Summary Account by Fund grid to determine a match. If a match exists, the unapplied amount is successfully applied to the distribution row. When the associated fund cannot find a matching fund in the AR Summary Account by Fund grid, the account specified above the grid is used. As a reminder, the AR Summary Account by Fund grid is enabled only if you marked the Unless a Fund has its own AR Summary Account defined in the table below, use this account as the default AR Summary Account, creating interfund entries as needed business rule in Configuration, Default Accounts, AR Summary.

When a distribution row does not exist, Student Billing creates one and moves the unapplied amount to the new row.

The GL Distribution tab of a credit record displays the distribution used to post the transactions when initially posting. If you apply or unapply after the initial posting, the GL Distribution tab is not updated. You can see the updates either through the application history (if available) or through the CR/DR Entries button on the record.
When posting to *General Ledger* again after unapplying, the unapplied payment information is tracked so you can account in *General Ledger* for changes made to the credit.

For more information about payments and credits, see: “Managing Payment Applications” on page 436 and “Adding Payment Distributions” on page 446 in the Payments chapter of the *Student Billing Records Guide* and “Adding Credit Distributions” on page 345 and “Managing Credit Applications” on page 347 in the Credits chapter of the *Student Billing Records Guide*. 
Index

A

account default examples 78
overview 77
account distribution adding
using templates 59
overview 56
account masking 71
adding
account distributions manually 57, 62
using templates 59
advance deposit items 99
advance deposit restrictions 101
attributes 9
billing schedules 83
Cash Management distributions 64
default reclassification accounts 81
finance charge items 95, 96
finance charges 96
financial aid restrictions 104
flat rate items 88
information to the general page 6
interfund entry 74
interfund entry set 72
multiple default AR summary accounts 80
notes
billing items 117
product records 117
payment terms 7
product pricing schedules 93
product records 91
products and billing items 85
promotion schedules 123
refund items 94
sales tax items 97
single default AR summary accounts 80
tables 37
transaction distributions manually 67
using templates 68
addressee/salutation 120
advance deposit item, adding 99
advance deposit restriction, adding 101
aging bucket, see aging information
aging information adding 11
overview 11
aging period, see aging information
AR summary account

adding
multiple accounts 80
single accounts 80
attribute adding 9
adding to
billing items 116
product records 116
billing items 115
moving 10
overview 8
products 115
automatic application, business rules 16

B

billing item adding
attributes 116
finance charges 96
flat rate items 88
refunds 94
adding new records 85
default distributions 113
distributing refunds 114
flat rate items 87
setting up for billing and registration integration 135
tabs
attributes 115
notes 115
billing schedule creating 83
overview 83
business rule automatic applications 16
credits 25
deposits 32
general 12
invoice line items 27
invoices 26
overview 12
payments 33
Queue 35
refunds 34
return line items 28
returns 27
students 18

C

Cash Management adding distributions 64
distributions 61
cleaning up table entries 43
Configuration
overview 3
configuration page 3
copying, products and billing items 117, 118
country, adding 70
creating, see adding credit
   business rules 25
   unapplying 145

default account
   adding
      multiple AR summary accounts 80
      single AR summary account 80
      examples 78
      overview 77
      reclassification accounts 82
   default reclassification account, adding 81, 82
   defining transaction references for statements 76
   deleting tables 38
   deposit, business rules 32
determination table 47
determination tables 134
   distributing products and billing items 114
      distribution
         account 56
         adding
            account distributions 59
            Cash Management 64
            transaction distributions 68
   billing items 113
      Cash Management 61
      overview 55
      product records 113
      transaction 66

editing tables, cleaning up entries 43

field characteristics, setting 47
field configuration 46
finance charge item
   adding 96
   overview 95
financial aid restriction, adding to flat rate items 104
fiscal year
   setting up for billing and registration integration 134
flat rate item
   adding 88
   refunds 94

sales tax 97
   overview 87

G
general business rule 12
general configuration 6
general page, adding information 6

H
hold codes 124

I
inserting table entries 41
integration
   registration and billing, troubleshooting 137
   integration, registrar’s office and billing 133
interfund configuration
   account masking 71
   overview 71
   interfund entry set, adding 72
   interfund entry, adding 74
   interfund set
      account marking 71
international configuration 69
invoice line item, business rules 27
invoice, business rules 26

J
journal reference fields, setting 75

M
manually adding
   account distributions 57, 62
   transaction distributions 67
masking accounts 71
moving
   attributes 10
   table entries 45

N
note
   adding to
      billing items 117
      product records 117
### P

- **payment**
  - business rules 33
  - unapplying 145
- **payment term**, adding 7
- **payment terms** 7
- **per usage item**, adding 89
- **posting information** 74
- **printing tables** 38
- **product pricing schedule**, adding 93
- **product record**
  - tabs
    - notes 115
  - adding
    - attributes 116
    - new products 91
    - new records 85, 91
  - default distributions 113
tabs
  - attributes 115
- **promotion schedule**
  - adding 123
  - overview 122

### Q

- **Queue**, business rules 35

### R

- **reclassification account**, setting a default 81
- **refund**
  - distributing 114
- **refund item**
  - adding 94
  - business rules 34
  - overview 94
- **return line item**, business rules 28
- **return**, business rules 27
- **reversal schedule** 51
- **reversal schedules** 135

### S

- **sales tax item**
  - adding 97
  - overview 97
- **salutation**, adding 120
- **schedule**, product pricing, adding 93
- **School Store Manager**
  - configuration 123
- **setting**
  - default accounts receivable summary accounts

### T

- **table**
  - adding 37
  - deleting 38
  - overview 36
  - printing 38
- **table entry**
  - cleaning up 43
  - inserting 41
  - moving 45
  - sorting 42
- **template**, billing schedules 83
- **transaction distribution**
  - adding 68
  - overview 66

- **multiple accounts** 80
- **single accounts** 80
- **default reclassification accounts** 81
- **field characteristics** 47
- **journal reference fields** 75
- **sorting table entries** 42
- **student record**, business rules 18
- **summary account**, accounts receivable defaults
  - multiple accounts 80
  - single accounts 80