



CAMS[®] Enterprise

Billing

Unit4 Education Solutions, Inc.

Published: 27 July 2016

Abstract

The Billing module serves as the hub for financial activities within CAMS. All transactions regardless of origin must travel to the Billing module to reach a student's ledger and eventually the General Ledger. This document will take you through the necessary setup in CAMS Manager Configuration as well as TransDoc Setup. TransDocs are the tools used to move the financial activity through CAMS and are the driving force in determining where transactions posted and the impact that they have on the accounting process.

From this module, you will be receiving charges incurred through other offices such as Admissions, Registration, and Financial Aid. These transactions will be proofed here and sent on to the appropriate ledgers from which they can easily be posted to your institution's accounting program.

Various billing statements, as well as many other critical accounting reports, are generated from this location. In addition to standard accounting processes, registration authorization takes place in the Billing module as well. The Authorization process moves Unofficial (or Pre-Registration) transactions to Official Registration. These processes and more are discussed in the following pages.

Disclaimer

Unit4 Education Solutions, Inc. makes no representation or warranties with respect to the contents or use of this guide. Further, Unit4 Education Solutions, Inc. reserves the right to revise this guide and make changes to its contents at any time without obligation to notify any person or entity of such revisions or changes.

In no event will Unit4 Education Solutions, Inc. be liable to buyer or any other party for any damages, including any lost profits, lost savings, or other special incidental or consequential damages arising out of the use of or inability to use such product, even if Unit4 Education Solutions, Inc. has been advised of the possibility of such damages, or for any claim by any other party.

© 2016 Unit4 Education Solutions, Inc. All rights reserved. All company and product names included in this document may be trademarks or registered trademarks of their respective companies. The information contained in these pages is subject to change at any time without prior notice.

Table of Contents

Billing Setup	4
Configuration in CAMS Manager	4
TransDoc Setup	5
Transactional Flow	8
Transfer Transactions to Billing	9
Distribute Transactions	9
Posting to the General Ledger	10
Summary of Transaction Flow	11
Student Billing Ledger	12
Non-Student Billing Ledger	14
Transactions and the Billing Batch	16
Creating a Billing Batch	16
Creating Billing Transactions	18
Non-Student Transactions	21
Batch Summaries	21
TransDoc Summaries	22
Batch Distribution	23
Student Billing Statements	25
Aging Reports	28
Authorizing Pre-Registration	30
Billing Cashier's Entry	32
Authorize, recalculate, delete unofficial registration	36
Print Batch	37
Generic Billing Import	38
Posting to the General Ledger	41
Payment Plans	42
Payment Plan Type Setup	42
Payment Plan Qualifying TransDocs	45
Payment Plan Type Fees	46
Payment Plan Maintenance	47
Alter Payment Plans	50
1098	52
1098 Setup	52
1098 Form	53
1098 Troubleshooting	56
1098-T Export	58
Canadian Tax Forms	59
Canadian Tax Form T4A	59
Canadian Tax Form T2202A	61
Billing Processes	63
Charge Interest	63
Generate Billing Refunds	64
Late Payment Fees	66
Late Payment Fees Student Selection	66
Adding Fines	68
Late Payment Statement Generation	70
Direct Deposit	72
Direct Deposit List	72
Post Direct Deposit	74
Index	77

Configuration in CAMS Manager

One of the first steps in setting up Billing in CAMS is to provide the appropriate values for the various billing options set in CAMS Manager Configuration. Please see the CAMS Manager Documentation for complete details.

Debits and Credits in CAMS relate to the Student Ledger. If a transaction is entered in CAMS where a charge is placed on the student account, this would be a debit in the Student Ledger. If a transaction occurs where a payment is placed on the student account, this would be a credit to the Student Ledger. Tuition would be an example of a debit on the Student Ledger; payment for tuition would be an example of a credit on the Student Ledger. The Account and Opposing Account fields in a TransDoc are used to enter the account numbers where the debits or credits will go into your General Ledger. What account numbers to enter in the TransDoc depends on which account you are going to debit or credit in your General Ledger for transactions using that TransDoc.

TransDocs are used to automate the flow of monetary transactions throughout CAMS. They are not revenue accounts themselves but are used to enter your account information. Transaction Type in the TransDoc would typically be set as Credit for transactions such as an adjustment, payment, or Financial Aid Awards, and Debit would be set for all other transactions. The Accounts Payable in a TransDoc would only need to be set for the TransDoc(s) used for the Refund Process in CAMS where, when posted to your General Ledger program, will be for the purpose of issuing checks. Posting to Accounts Payable from CAMS creates vendor and transaction information for your General Ledger. The refund process is used to refund in situations where overpayment has been made, for example, and the student has a credit balance.

To give a different example, Tuition refunds, such as those generated by the system when a student drops courses, would use the same TransDoc as the Tuition charge and would not be a part of the Refund Process in the Tools module. When the student registers, a debit is entered on his Ledger for the tuition; when a tuition refund is generated due to dropped courses, a credit would automatically be entered on his Ledger using the same TransDoc.

TransDoc Setup

Particular lookup tables are instrumental in the successful flow of transactions through the Billing module and on to the General Ledger, as applicable. The TransDoc reference table is comprised of multiple values including some subordinate lookup tables. As part of the Billing setup process, you will want to work with the CAMS Manager in populating the appropriate Glossary and Reference tables necessary to complete the TransDoc reference table.

TransDocs serve as the pipelines that CAMS uses to automate the flow of monies through the application. These pipes provide various definitions that make accounting processes efficient (account numbers, posting options, etc.). TransDoc is a Reference table found in **CAMS Manager >Lookup Table Options >Transaction Documents**.



Note: A semaphore lock is created for the first user opening the TransDoc window; subsequent users opening this window will have read-only access. The first user must close the window before another user may open it with Read-Write access.

Transaction Documents							
Filter Criteria							
Access Campus	[ALL]	Accounts	[ALL]	Active Flag	[ALL]	AR Type	[ALL]
Filter		Reset					
TransDoc	ReportFlag	Description	AccountNo	OpposingAcct	AccountsPay	TransType	
10	AcctPayable	Yes	Accounts Payable	0011-000-1111	0022-000-1111	Yes	CREDIT
11	ADD/DROP	Yes	Add/Drop Charges	000-1200-00	000-6750-00	No	
12	ADD/DROP P-E	Yes	Add Drop Fee	000-1200-00	000-6750-00	No	
13	ADD/DROP-F	Yes	Add/Drop Fee FontBonne Campus	000-1200-00	000-6750-00	No	DEBIT
14	ADD/DROP-M	Yes				No	
15	ADD/DROP-M	Yes	Add/Drop Fee Main Campus	000-1200-00	000-6750-00	No	DEBIT
16	ADD/DROP-N	Yes	Add/Drop Fee North Campus	000-1200-00	000-6750-00	No	DEBIT
17	ADD/DROP-W	Yes	Add/Drop Fee West Campus	000-1200-00	000-6750-00	No	
18	ADJUSTMENT	Yes	Adjustments to Student Account	1-020-23200-2	1-020-32345-2	No	DEBIT
19	ADV TUITDEP	Yes	Advanced Tuition Deposit	000-1100-00	000-1140-00	No	
20	App Fee 1	Yes	Application Fee	App Fee	Acct Rec	No	
21	App Fee 2	Yes	Application Fee			No	
22	App Fee 4	Yes	App Fee 4			No	
23	APPFEE	Yes	Application Fee	000-1200-00	000-6750-00	No	DEBIT
24	AppFee UnderGr	Yes	Application Fee Undergraduate			No	DEBIT
25	AppFee UnderGra	Yes	Application Fee Undergraduate			No	DEBIT
26	APPFEE4	Yes	Application Fee 4	12345	54321	No	DEBIT

Figure 1: TransDoc Reference Table

Select optional Filter Criteria then click **Filter** to display only those TransDocs that meet that criteria. Right-click in the grid to create a new TransDoc or double-click to modify an existing TransDoc.

- **TransDoc** — This field is used for the concise name of the transaction (ten characters maximum). This value displays in the TransDoc dropdown list of such windows as the Batch Entry form in the Billing Batch window and Add Ledger Transaction form in the Student Billing Ledger.
- **Active** — Only checked TransDocs display in the TransDoc selection fields.

- **Report** — A “Y” in this field will direct transactions to the Student Billing Ledger, while an “N” value will direct the transaction to the Non-Billing Ledger.
 - Student Billing Ledger – is the ledger to which you will direct all transactions that should appear on the student billing statement (i.e. Tuition, Financial Aid, etc.).
 - Student Non-Billing Ledger – is a special ledger that holds those transactions that are not to appear on a student’s billing statement. These are typically miscellaneous charges that while you may wish to keep off a ledger, it is still necessary to track the transaction. Such fees may include transcript fees, application fees, etc.
- **Description** — Use this field to define the transaction (maximum 40 characters). This description displays on the student’s billing statements. The description can be modified when creating a transaction.
- **Account Number** — Links the transaction to your GL program. This must be the same number your accounting program employs in processing this account.
- **Opposing Account** — Generates the opposing entry necessary for double-entry bookkeeping. As with the Account Number, it must correspond to your GL usage.



Note: In order to maintain proper auditing for General Ledger posting, the Account Number and Opposing Account fields CANNOT be modified for any TransDoc where transactions have been posted to the General Ledger for that TransDoc.

If using QuickBooks as your GL program, the CAMS **Account Number** and **Opposing Account** fields must be populated with the QuickBooks **Account Name**. QuickBooks account name and subaccount name must be separated by the delimiter specified for your version of QuickBooks (such as a colon).

If using SunPlus as your GL program, leaving either the Account Number or Opposing Account field blank will insert the StudentID in place of that blank field when posting. If both fields are left blank, transactions using that TransDoc will not post.

- **Accounts Payable** — **Yes** or **No** value. **Yes** indicates that the transaction is an Accounts Payable transaction and thus will post to Accounts Payable, whereas all transactions with a **No** flag will post to the General Ledger.
- **Transaction Type** — A value of Credit or Debit is placed in this field. This value serves as a default when a new transaction is created and can be changed at the time of creation.
- **AR Type** — Use this value to further group your transactions. Reports and queries can be generated using this value.



Note: If using QuickBooks as your GL program, the CAMS **AR Type** must be populated with the QuickBooks **TRANSTYPE** specified for your version of QuickBooks.

- **Post In Detail** — Yes/No value. If yes, all transactions within a batch that possess the same TransDoc value will be posted to the GL in detail, meaning that all transactions will be listed. A value of **No** will send the transactions for each TransDoc in a batch to the GL in summary, meaning that the transactions in a batch are grouped by TransDoc and the total for the TransDoc is the amount that is posted to the GL. (Transaction detail is still retained in CAMS Enterprise and easily accessible even if the summary method is chosen).
- **Default Amt** — If the TransDoc always has a specific amount (for **example**, Parking Fees are always \$10), this default can be entered here to ease data entry efforts in the transactions.
- **Access Campus** — Limits the available TransDoc by the user's Access Campus in all TransDoc drop-down or combo box selections. It does not limit the data returned in any grid or report that uses TransDocs. To make the TransDoc available regardless of the user's Access Campus, select the "All" drop-down option.
- **Tuition 1098 Deductible** — Check this box to indicate whether the **transaction** is 1098 deductible.
- **1098 Scholarship/Grant** — Check this box to indicate whether this transaction is a Scholarship or Grant, which will affect the total 1098 deductible.
- **1098 Refunds/Reimbursements** — Check this box to indicate whether **this** transaction is a refund or reimbursement, which will affect the total 1098 deductible.
- **Include T2202A** — Check this box to indicate whether this transaction is a tuition payment to be included in calculations for the Canadian tax form T2202A.
- **Include T4A** — Check this box to indicate whether this transaction is a scholarship to be included in calculations for the Canadian tax form T4A.



Note: The 1098 process checks *ONLY* these 1098-related fields to determine whether transactions will be included in 1098-T reporting. Only *ONE* box should be checked for any TransDoc.

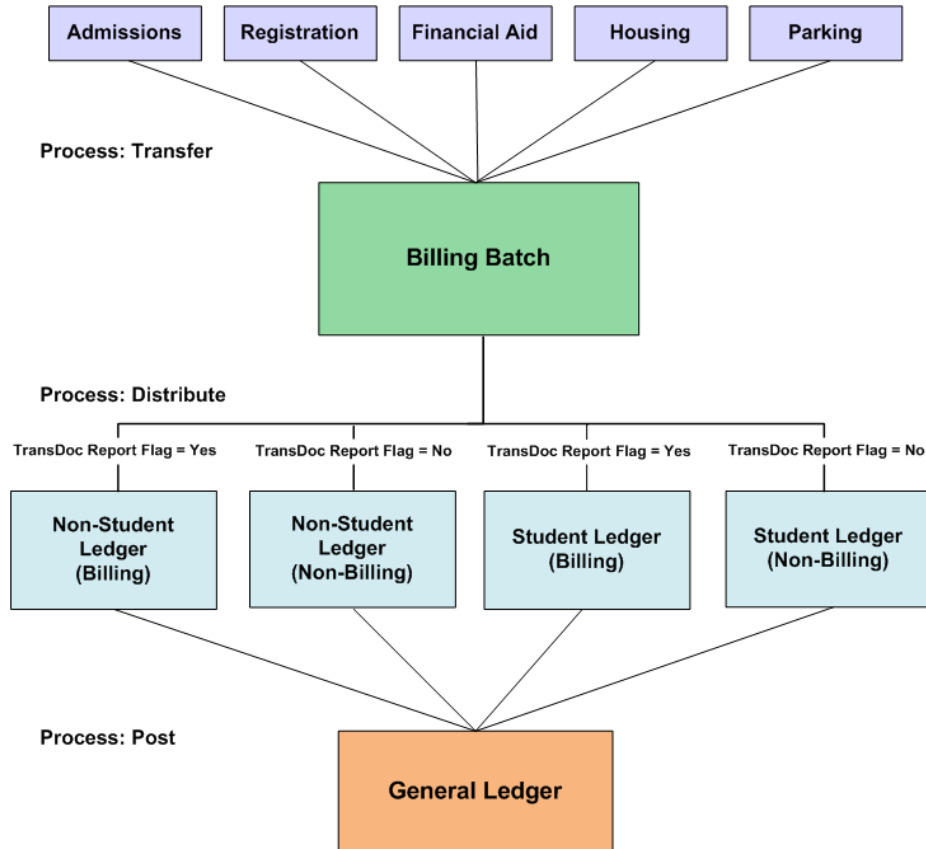
CAMS Enterprise uses the **Amounts Billed for Qualified Tuition and Related Expenses** method of reporting. The 1098T forms will have box 2 filled in.

If you use the Payments Received for Qualified Tuition and Related Expenses method you must change your reporting method to Amounts Billed for Qualified Tuition and Related Expenses. You will need to submit a written submission to the IRS at least three months before the due date of the returns for the year of the change.

Transactional Flow

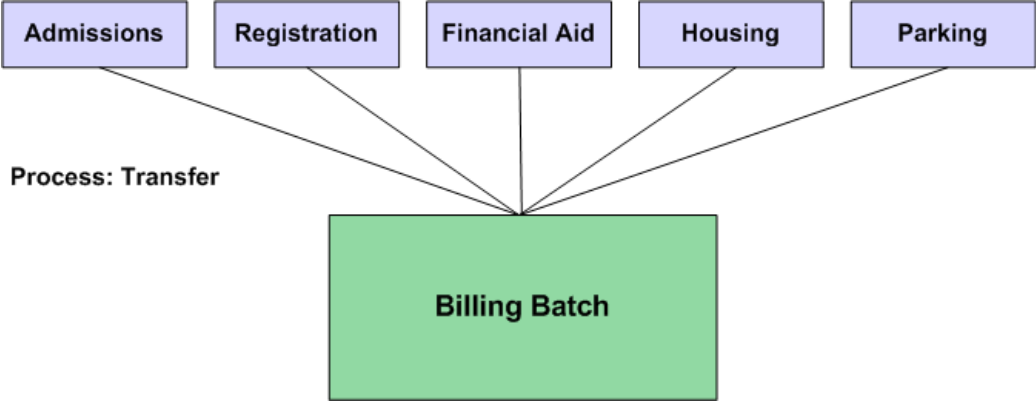
The transactional flow chart has been provided as a visual explanation of the manner in which transactions travel through CAMS. As you will see, transactions are generated in multiple modules and transferred either automatically or manually to the billing batch, a holding area in which transactions are verified prior to distributing them to the student ledger. Once in the ledgers, these transactions can then be posted to your General Ledger.

CAMS Transactional Flow



Transfer Transactions to Billing

Transactions originate in the multiple offices and are transferred to Billing. The first step is the Billing Batch, a holding place for all transactions for the purpose of verifying data and making any necessary corrections before distributing to the student ledger.

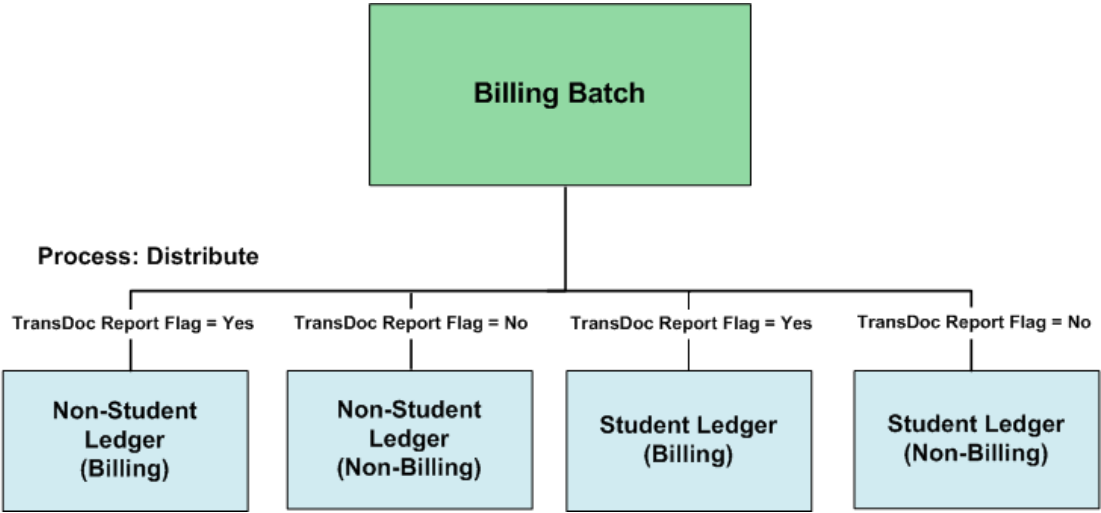


Note: that once a transaction reaches the student ledger, it CANNOT be deleted nor can certain aspects of the transaction be changed (i.e. amount, TransDoc, date, transtype, etc.). While the transaction can be voided in the ledger and a new one created, most prefer to catch any problems before the transaction reaches the ledger.

Distribute Transactions

After transactions have been sent to the Billing Batch, they will remain there, in their respective batches until distributed. As previously described, the entries in the batch can be edited if necessary. The transaction can be changed or deleted from the batch depending on your institution's policies.

The diagram below demonstrates the next phase in the billing process — distributing transactions to the student ledgers.



As you can see by the diagram and the graphic of the billing ledger tabs, two ledgers are provided in the CAMS Billing module: Billing and Non-Billing.



Figure 2: Billing window

Billing — is the standard Student Ledger, the ledger to which you will direct all transactions that should appear on the student billing statement (i.e. Tuition, Financial Aid, etc.).

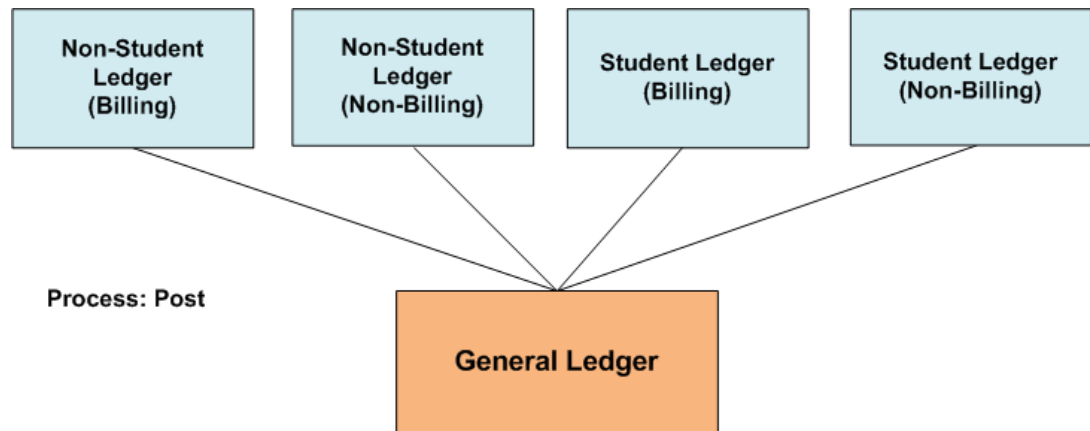
Non-Billing — is a special ledger that holds those transactions that are not to appear on a student's billing statement. These are typically miscellaneous charges that while you may wish to keep off of a ledger, it is still necessary to track the transaction. Such fees may include transcript fees, application fees, etc.

How is the distribution to Billing vs. Non-Billing Determined?

This is a process that is preset in the TransDoc reference table. The values of Yes or No in the Report Flag column of the table determine the path of the transaction. Those transactions whose TransDoc has been flagged with Yes will go to the Student Ledger, **Billing** and those flagged with No will go to the Student Ledger, **Non-Billing**. Because these values are preset in the reference table, it is not necessary to make a decision while creating a transaction. In fact, the option doesn't even exist, therefore fostering an error-free data entry environment.

Posting to the General Ledger

The process of moving transactions from the CAMS ledgers to the General Ledger is called Posting.



Summary of Transaction Flow

To accompany the diagram of the flow of transactions in CAMS is the summarized outline below describing the order in which billing events occur.

1. Creation of Transaction
 - a. Transactions are created in multiple modules and then transferred to the Billing Batch
 - b. Transactions can be created directly in a Billing Batch (i.e. Daily Receipts)
2. Transfer to Billing Batch, either manually or automatically.
 - a. Modules in which transfers to the billing batch occur automatically include Admissions (Application Fees), Registration (Pre Registration or Registration), and Parking (Student Parking Fines).
 - b. Modules in which you transfer transactions at a time that is best for you are Financial Aid and Housing.
3. Distribution to the Student Ledgers:
 - a. Billing (Transactions appear on student statement.)
 - b. Non-Billing (Transactions do not appear on statement.)
4. Post to the General Ledger

Student Billing Ledger

The student ledger contains all the transactions that have been applied to the student. It is their billing history.

It contains Billing and Non Billing entries. The billing address can be modified here. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document. User defined fields are set in this window.

The screenshot shows the 'Student Billing Ledger' window with a 'User Defined' section and a table of transactions. The 'Ledger Balance' is \$3,658.06. The table has columns for Term, TransDate, TransDoc, Debits, Credits, Description, and Voided.

	Term	TransDate	TransDoc	Debits	Credits	Description	Voided
1	FA-09	09/22/2009	RegFee-OneTir	\$10.00	\$0.00	Registration Fee One Time	No
2	FA-09	09/22/2009	RegFee-OneTir	\$10.00	\$0.00	Registration Fee One Time	No
3	FA-09	09/22/2009	REGFEE-FLAT	\$15.00	\$0.00	Registration Fee Flat	No
4	FA-09	09/22/2009	REGFEE-FLAT	\$15.00	\$0.00	Registration Fee Flat	No
5	FA-09	09/22/2009	ADD/DROP-M	\$25.00	\$0.00	Add/Drop Fee Main Campu	No
6	FA-09	09/22/2009	ADD/DROP-M	\$25.00	\$0.00	Add/Drop Fee Main Campu	No
7	FA-09	09/22/2009	TUITION-M	\$200.00	\$0.00	Tuition Fee Main Campus	No

Figure 3: Student Billing Ledger

Billing – Displays all reportable transactions. Every transaction on this tab will display on a student’s billing statement. Transactions like tuition, financial aid, and housing are usually on the billing statement. These transactions by default will transfer to the general ledger. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document.

User Defined fields are also located on the Billing tab. These fields can be utilized to capture additional data associated with billing that are not recorded elsewhere. The labels to these fields are renamed according to the institution’s needs within the CAMS Manager module. There are three fields for each of the following field types; Dropdown, Text, Date, Numeric, Currency, Check box, and Memo. The institution decides which of the available fields will display and which ones are required fields. See the online help for more details.



Note: When modifying transactions, note that certain fields cannot be altered at this point (Term if the transaction came from a transfer process, Transaction Type, TransDoc, Transaction Date, and Amount). Should any of this information need to be corrected, the transaction will have to be voided and a new transaction created.

Non-Billing – Displays all non-reportable transactions. Transactions such as library fine, parking ticket, etc. are usually not reported on the billing statement. These transactions will still be billed to the student. These transactions by default will transfer to the general ledger. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document.



Note: If **Disable All Ledger Edits** has been enabled in CAMS Configuration, modifications to existing transactions in the Student and Non-Student Ledgers may not be done. Transactions may still be added or voided.

Address – Displays the student’s billing address. **Responsible Party**, such as parent, employer, etc. is set here. This is the party responsible for the bill’s payment. This name also prints above the student’s name when Billing address is chosen on reports. **Billing Category** can define the billing status of the student. Current, Delinquent, Collection, Third Party are some typical options. Changing the Billing Category in an active, inactive, or newly created Billing Address Type will set the category in all existing Billing Addresses. When creating a new Billing Address Type, Billing Category will automatically populate with the selection already set in existing Billing Address Type(s).

Status – Displays a list of the student’s status records for each term.

More – Access the More tab to print a billing statement, billing ledger, or term summary report for the active student.



Step-By-Step: Void a Transaction

Once a transaction has been distributed to a student’s ledger, it cannot be modified. If the transaction is incorrect, it must be voided.

1. Select the transaction in the data grid and click **Void**.

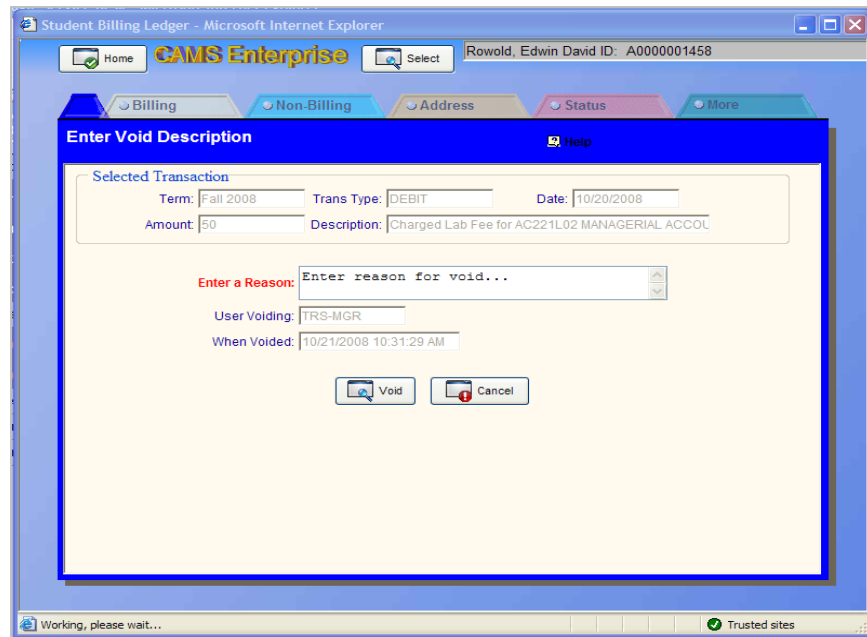


Figure 4: Void a Transaction

2. Enter the reason for voiding the transaction and click **Void**. Confirm the next dialog box to complete the void.



Note: If the transaction has already been transferred to the general ledger, an offsetting transaction will be automatically created, which will transfer to the general ledger to correct the entry there. For instance if a debit transaction of \$150 was voided and it had already been transferred to the general ledger, CAMS Enterprise would automatically create a credit \$150 transaction to offset the general ledger. If the transaction has not been transferred to the general ledger, it will just be marked as Voided and will not transfer.

Non-Student Billing Ledger

The Non-Student Billing Ledger contains all the transactions that have been applied to contacts and faculty. It is their billing history and contains Billing and Non-Billing (Cash) entries. The billing address can be modified here. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document.

	FacultyName	HireStatus	InitialAppDate	InitialAppDate	FacultySSN	Departme
1	Callender, Jakob	Part-Time	4/14/2006 12:00	8/21/2006 12:00		ADMINIS
2	Chalupaik, Jason		[NULL]	[NULL]		ADMINIS
3	Cine, Marsha K.	Full-Time	[NULL]	[NULL]	100-18-4321	
4	Clarkson, Bob B.	Full-Time	[NULL]	[NULL]		CAMPUS
5	Conrad, Ken C	Part-Time	6/15/2001 12:00	[NULL]		

Figure 5: Non-Student Billing Ledger

Select – Search for and select the contact or faculty you wish to work with.

Ledger – Displays all reportable transactions. Every transaction on this tab will display on a contact's or faculty's billing statement. These transactions by default will transfer to the general ledger. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document.

Cash – Displays all non-reportable transactions. These transactions will still be billed to the contact or faculty. For step-by-step instructions on creating transactions, see **Create Billing Transactions** in this document.



Note: When modifying transactions, note that certain fields cannot be altered at this point (Term if the transaction came from a transfer process, Transaction Type, TransDoc, Transaction Date, and Amount). Should any of this information need to be corrected, the transaction will have to be voided and a new transaction created.

Summaries – Displays a running balance per term and all transactions currently in Billing Batch.

Address – Displays contact address or faculty billing address.

Reports – Print a billing statement or billing ledger report.



Step-By-Step: Void a Transaction

Once a transaction has been distributed to a Non-Student Billing Ledger, it cannot be modified. If the transaction is incorrect, it must be voided.

Select the transaction in the data grid and click **Void**.

Term: SP-09 Trans Type: DEBIT Date: 3/12/2008
Amount: \$25.00 Description: Parking Ticket Fee

Void Parameters

Enter reason for void...

Enter a Reason:

User Voiding: DENNISW
When Voided: 12/15/2008 10:37:57 AM

Created By: DENNISW On: 3/12/2008 2:07:20 PM
Changed By: DENNISW On: 3/12/2008 3:08:59 PM

Void Cancel

Figure 6: Void a Transaction

Enter the reason for voiding the transaction and click **Void**. The window refreshes and the transaction is marked voided.



Note: If the transaction has already been transferred to the general ledger, an offsetting transaction will be automatically created, which will transfer to the general ledger to correct the entry there. For instance if a debit transaction of \$150 was voided and it had already been transferred to the general ledger, CAMS Enterprise would automatically create a credit \$150 transaction to offset the general ledger. If the transaction has not been transferred to the general ledger, it will just be marked as Voided and will not transfer.

Transactions and the Billing Batch

Creating a Billing Batch

Transactions can be created directly in a student ledger; however, most institutions prefer to employ the practice of creating transactions in a Billing Batch. Doing so provides a verification area for your billing entries, allowing you to make corrections as needed prior to the transactions reaching the student ledgers. Multiple batches can be created to meet the needs of your billing office. You can consider a batch a cash register, where transactions are entered and then verified (balanced) before closing out the register. Except for system batches, a batch will be removed from the batch listing once all transactions are distributed.

How are Billing Batches created?

Billing Batches are generated in one of three fashions:

- Automatic Transfer from another CAMS module
- Manual Creation
- Manual Transfer from another CAMS module

Billing Batch Names

The 'Comment' field in the batch entry form is used as the batch description. The actual name of the batch is automatically created using the current date followed by a sequential letter of the alphabet, thus if you create 26 batches in one day, they will all have the same date — the first will be followed by the letter 'A' and the last by the letter 'Z'. An unlimited number of batches can be created daily. Use the Comment field to provide an adequate description of the batch.

There are some other types of batch names. Transactions automatically transferred from other modules to the billing batch are transferred into a pre-named system batch:

- **Application Fees** — Fees assessed when new student record is created (if applicable).
- **Cohort Registration** – Non-Traditional Registration (**Registration >Non-Traditional >Registration**).
- **Pre-Registration** — Unofficial Registration.
- **Registration** — Official Registration (From direct registration or from authorization of unofficial registration).

These system batches will always remain even when there are no transactions inside them.



Step-By-Step: Create a Billing Batch (Manually)

1. From the **CAMS Enterprise Home** page, click **Billing >Batch**. The Billing Batch window opens. You will see a list of all current batches.
2. Create a new batch by clicking **Add** at the bottom of this form.

Figure 7: Create a New Batch

3. Enter the appropriate data: **Campus**, **Module**, **Comment** and **Term Based**. If the batch transactions are to have a term associated with them, this option should be checked. If transactions added to this batch are not term specific and should not be linked to terms, then uncheck this option. You cannot have a batch with both term based and non-term based transactions.
4. Click **Add** to save entry or **Cancel** to exit without saving. The next step will be to place transactions in to the batch.



Note: Once a batch is created it can be viewed, modified, or distributed by any user that is marked as a Super User in **CAMS Manager >Users** configuration (and has access to the Billing Batches menu). The exception is if the Restrict User Billing Batch Dist/Delete to Self-Created Batches is checked. The following rules apply to the Super User field and Restrict User Billing Batch Dist/Delete to Self-Created Batches combination.

If Super User and the Restrict User Billing Batch Dist/Delete to Self-Created Batches are not checked, a user cannot delete a batch but may work with and distribute it.

If Super User is not checked but the Restrict User Billing Batch Dist/Delete to Self-Created Batches field is then the user cannot view, modify or delete a batch not created by them.

If Super User is checked and the Restrict User Billing Batch Dist/Delete to Self-Created Batches field is not checked then the user will be able to view, modify and delete any batch.

If both the Super User and Restrict User Billing Batch Dist/Delete to Self-Created Batches field are checked then the user will not be able to view, modify or delete a batch not created by them.

Creating Billing Transactions

- How do Transactions reach the Billing Batch?
- Billing Batch entries generate in one of three fashions
- Manual Creation in Batch
- Automatic Transfer from another CAMS module
- Manual Transfer from another CAMS module
- Once a batch has been created, you may create entries within the batch



Step-By-Step: Create a Transaction (or Batch Entry)

1. In the data grid of the **Billing Batch** window, double-click the batch in which entries are to be placed. The Student Batch Transactions form will open. Note the batch name and description in the upper right-hand corner of the window.

	LastName	FirstName	TransDoc	TransDate	Debits	Credits	RefNo	StudentID	TextTerm	Description
1	Wells	Cody	PAYBYCC	01/20/2010	\$0.00	\$1.00	4356	00000001423	SP-10	Pay By Credit C
2	Wells	Cody	PAYBYCHECK	01/20/2010	\$0.00	\$1.00		00000001423	SP-10	Pay By Check

Figure 8: Student Batch Transaction form

2. Either right-click in the data grid or click the **Add** button to open the Batch Entry form.

Figure 9: Batch Entry Form

3. Populate fields as appropriate.
 - **Required Fields** – Student ID, TransDoc, Term, Transaction Date, Transaction Type, and Amount. When you select the TransDoc, subsequent required fields may be automatically populated with the defaults as defined in the TransDoc reference table in CAMS Manager. Non-zero amounts existing in a transaction will not be overwritten by the default amount when selecting a TransDoc.

- **Extended Doc** – Used as a grouping value to categorize a set of batch or ledger entries.
- **AR Type** – Use to group together a set of TransDocs for reporting, GL, or other grouping purposes. This value can be set in the TransDoc reference table so that when the TransDoc is selected, the AR Type is **populated** as a default value. If the Save/Add function is selected, the value is retained for the next transaction.
- **Reference #** – The next sequential reference number is generated upon printing a receipt. If you choose not to print a receipt immediately, but wish to assign a reference number for this transaction, click the reference number icon next to the Reference # field. CAMS will automatically populate the field with the next sequential reference number. Once the transaction resides in the student's billing ledger, the reference number cannot be changed.



Note: If the **Disable Manual Entry of Batch Receipt #** check box has been checked in the Billing Configuration tab of the CAMS Manager module, the Reference number field will not accept manual entry nor will the reference number icon be visible on the window. The only way to generate a reference number is to click the **Receipt** button.

- **All Clear** – This field is used to mark the student as having no billing issues. If it is changed in one transaction it will change in all transactions. It is not transaction specific but student specific.
 - **Description** – May be automatically populated with the Description as defined in the TransDoc reference table. The description displays on students' statements. May key over to change if desired, maximum 40 characters.
 - **Payment Plan** – If applicable, select the appropriate payment plan to which this transaction should be applied.
 - **Credit Card Information** – Use the **Credit Card Type** (Glossary: Credit Card Type) and **Credit Card Exp Dt** fields to track a credit card to be **billed**. These fields are informational only, and are not connected to an automated or online payment system.
 - **Online Payment Response** - When making a credit card or ACH payment, the response sent by the Online Payment Vendor is automatically recorded here.
4. Click the **Receipt** button to display a drop-down where you may select a report to print immediate receipts. This process will also place the next sequential number automatically in the Reference No. field (if that field is left blank during creation of transaction). Use the **Summary** button to print a student's term summary report.
 5. Click **Add** to save the entry and return to the student batch transactions list
 6. Click **Save/Add** to save this transaction and clear the fields so another transaction may be created for this student (if this option is selected, clicking Cancel once all entries are added for this student will not cancel your entries, but will return to the student batch transactions list with your entries saved).
 7. Click **Cancel** to exit without saving.

8. The **Payment** button can be used to process credit card or ACH payments. This functionality works in conjunction with the Online Payment Provider that is set up in Portal Configuration. This button will be disabled if your institution does not use an Online Payment Provider or if the Online Payment Provider uses page redirection to process payments. The batch transaction must be a credit transaction in order to process payments. Click the Payment button to open the Payment Parameters detail window.

Payment Parameters

Credit Card ACH Payment

Amount 25.00

Name on Card Kathryn M Wells

Credit Card #

Security Code

Exp Month 01 **Exp Year** 2008

Billing Address C/O Three Rivers Systems, Inc.

Billing City Chesterfield

Billing State MO

Billing Zip 63017

Make Payment Cancel

Figure 10: Payment Parameters

- After clicking the **Make Payment** button, users will be presented with a pop-up **message** indicating the payment is approved or why the payment was not approved.
- Clicking **OK on** the approved pop-up will present the user with the option to print a receipt.



Note: Current Payment Providers that may be used in Billing Batch: PayPal Payflow Pro®, Higher One®, and Transaction Central®.

Non-Student Transactions

You can also create billing transactions for faculty or contacts on the Non Student tab of the Billing Batch screen. For example, the institution may rent out a computer lab to an outside company and the cost can be entered into the batch. The steps are the same as for a student transaction except you can search for either faculty or contacts. All the other fields are the same as above for student transactions.

Figure 11: Non-Student Transaction

Batch Summaries

The Batch Summary tab displays every existing batch and a summary of the amounts and students in each batch. Click on the Summary tab and then click **Calculate**.

	BatchName	NumTransact	TotalDebits	TotalCredits	TotalBalance	NumberStudents	NumberContacts
1	2007-05-07A	0	\$0.00	\$0.00	\$0.00	0	0
2	2007-05-02A	2	\$455.00	\$0.00	\$455.00	2	0
3	2007-04-06A	648	\$82,750,473.21	\$0.00	\$82,750,473.21	598	50
4	2007-03-23A	54	\$23,707,649.79	\$0.00	\$23,707,649.79	5	49
5	2007-02-19B	517	\$51,200.00	\$100.00	\$51,100.00	6	0
6	2007-02-19A	75	\$1,295.17	\$52,365.54	\$-51,070.37	30	0
7	2006-12-05A	591	\$14,775.00	\$0.00	\$14,775.00	591	0
8	2006-12-04H	0	\$0.00	\$0.00	\$0.00	0	0
9	2006-11-30A	554	\$13,850.00	\$0.00	\$13,850.00	554	0
10	2006-11-07A	0	\$0.00	\$0.00	\$0.00	0	0
11	2006-10-26B	0	\$0.00	\$0.00	\$0.00	0	0
12	2006-10-26A	0	\$0.00	\$0.00	\$0.00	0	0
13	2006-10-05A	22	\$550.00	\$0.00	\$550.00	22	0
14	2006-10-04A	3	\$1,550.00	\$0.00	\$1,550.00	2	0
15	2006-09-29C	6	\$1,265.00	\$100.00	\$1,165.00	0	6
16	2006-09-29B	2	\$0.00	\$32,520.33	\$-32,520.33	1	0
17	2006-09-29A	1	\$0.00	\$25.00	\$-25.00	1	0
18	2006-09-12D	1	\$30.00	\$0.00	\$30.00	1	0
19	2006-06-12A	5	\$20.00	\$2,055.00	\$-2,035.00	3	0

Figure 12: Batch Summaries

It displays:

- Number of transactions in the batch
- Total Debit transactions in the batch
- Total Credit transactions in the batch
- Total Balance of the transaction
- Number of students with transactions in the batch
- Number of non-student transactions in the batch

Click **Export** to export the contents of the grid to the folder defined as the document directory in your CAMS Enterprise user profile. The exported file may be opened with Microsoft Excel.

TransDoc Summaries

The Doc-Sum tab displays a summary of every TransDoc used in every existing batch. Click the Doc-Sum tab and then click **Calculate**.

	Transdoc	AccountNo	OpposingAccount	DEBITS	CREDITS	BALANCE
1				\$2,747.24	\$976.24	\$1,771.00
2	A Really Long T	234523	23452345	\$550.00	\$0.00	\$550.00
3	ADD/DROP	000-1200-00	000-6750-00	\$701.24	\$0.00	\$701.24
4	ADD/DROP-F	000-1200-00	000-6750-00	\$82,750,473.21	\$0.00	\$82,750,473.21
5	ADD/DROP-M	000-1200-00	000-6750-00	\$502.00	\$0.00	\$502.00
6	App Fee 1			\$1,046.00	\$75.00	\$971.00
7	App Fee 2			\$16,590.00	\$13.75	\$16,576.25
8	APPFEE	000-1200-00	000-6750-00	\$45,050.00	\$0.00	\$45,050.00
9	AUDIT-MDIV	000-1001-00	000-2001-00	\$253.00	\$0.00	\$253.00
10	AUDITFEE	000-1200-00	000-6750-00	\$2,232.50	\$1,900.00	\$332.50
11	AUDITFEE VET	000-1200-00	000-6750-00	\$30.00	\$0.00	\$30.00
12	CBE			\$3,025.00	\$150.00	\$2,875.00
13	COMPUTERFEE	000-1200-00	000-6750-00	\$7,346.00	\$150.00	\$7,196.00
14	COMPUTERFEE-E	000-1200-00	000-6750-00	\$47,287.50	\$862.50	\$46,425.00
15	COMPUTERFEE-M	000-1200-00	000-6750-00	\$25.00	\$20.95	\$4.05
16	CONTINGENCY	000-1100-00	000-1140-00	\$4,645.00	\$180.00	\$4,465.00
17	CRSFEEFLAT	000-1200-00	000-2115-00	\$90.00	\$0.00	\$90.00
18	CRSFEEHR	000-11-2033	111-22-3302	\$4.50	\$0.00	\$4.50
19	D-10	000-1200-00	400-6180-00	\$5,075.00	\$0.00	\$5,075.00

Figure 13: TransDoc Summaries

It displays:

- Transdoc name
- Account Number
- Opposing Account Number
- Total Debits
- Total Credits
- Summary balance of the TransDoc

Click **Export** to export the contents of the grid to the folder defined as the document directory in your CAMS Enterprise user profile. The exported file may be opened with Microsoft Excel.

Batch Distribution

The process of moving the transactions within a billing batch to the student ledgers is called Distributing.



Step-By-Step: Distribute a Batch

1. From the **CAMS Enterprise Home** page, click **Billing >Batch**. The **Billing Batch** window opens.
2. Determine which batch will be distributed and highlight that batch in the data grid.
3. It is highly recommended that you first print an edit list to verify the accuracy of the batch entries. Do so by clicking the **Print** button in the **Billing Batch** window.

Cockrell, Lori					
TransDate	Term	TransDoc	RecordType	Debits	Credits
07/30/2001	SU-92	COMPUTERFEE	STUDENT	\$200.00	\$0.00
07/30/2001	SU-92	CONTINGENCY	STUDENT	\$125.00	\$0.00
07/30/2001	SU-92	HOUSEPYMT	STUDENT	\$0.00	\$50.00
07/30/2001	SU-92	APPFEE	STUDENT	\$50.00	\$0.00
Cockrell, Lori Balance is \$325.00					
Jones, Adam C					
TransDate	Term	TransDoc	RecordType	Debits	Credits
09/17/2001	FA-01	COMPUTERFEE	STUDENT	\$200.00	\$0.00
09/17/2001	FA-01	CONTINGENCY	STUDENT	\$125.00	\$0.00
09/17/2001	FA-01	HOUSEPYMT	STUDENT	\$0.00	\$50.00
09/17/2001	FA-01	APPFEE	STUDENT	\$50.00	\$0.00
Jones, Adam C Balance is \$325.00					

Figure 14: Billing Batch Edit

Use this edit list to proof the entries made to the batch.

4. Return to the batch listing by clicking the **Batches** tab.
5. Provided you are satisfied with the batch entries, click **Distribute**.

Batch Name:	<input type="text" value="Registration"/>
Comment:	<input type="text" value="System Defined Registration Batch"/>
Distribute for Student UID:	<input type="text"/> <input type="text"/> Distribute in Term: <input type="text"/>
Distribute To Transaction Date:	<input type="text"/>
Campus:	<input type="text"/> AR Type(s): <input type="text" value="BANK"/> <input type="text" value="FINAID"/>

Figure 15: Billing Batch Distribution

Notice that the Batch Name and Comment (description) are automatically populated based on entries previously made.

6. If you choose to distribute the transactions of a single student rather than the entire batch, select that student (optional).

7. Non-Student transactions are distributed to the Non-Student Ledger at Billing >NS Billing Ledger.
8. Select term of the transactions you wish to distribute. For instance, you may have transactions for two terms in the Registration Batch, but only wish to distribute current term transactions to the Student Ledger. In this case, you would simply enter the current term (optional).
9. Use the **Distribute to Transaction Date** field to indicate the effective ledger date for the transaction(s) being distributed (optional).
10. Select a **Campus** to distribute transactions only for students in that Campus (optional). If selecting a campus, the **Distribute in Term** field is also required. Students must have the selected Campus and Term in a Registration Status record to distribute the transactions.
11. Select one or more **AR Type(s)** to distribute only transactions with those AR Types.
12. Click **Distribute**. The following message will be displayed:



Figure 16: Distribution Message

13. Click **OK** to confirm the distribution of the batch or **Cancel** to discontinue the process. This is your last chance to cancel the process. Once "OK" is selected the data is immediately updated to the student records. All transactions will now appear in their appropriate ledgers.

Delete Batch Transactions

When transactions are deleted from the Billing Batch, whether individually or as part of a whole deleted batch, those transactions can still be tracked on the students' billing ledger for audit purposes, if necessary. If the transaction had a reference (receipt) number, some auditors want to track every receipt. If a receipted transaction is deleted from the batch then by default it is placed on the associated student's ledger as a voided transaction. This allows the auditor to run a report and get a list of every receipt and its status. This feature can be turned off from the **CAMS Manager >Configuration >Billing tab >Void Batch Receipts on Delete** checkbox field. If it is checked then CAMS Enterprise will track deleted receipted transactions. If it is unchecked those transactions will not be checked and will not be referenced anywhere in CAMS Enterprise.

Student Billing Statements

Billing statements can be printed in a variety of formats and contain various information. For example, you can print a billing statement that shows all transactions for a student—transactions that reside in the student's billing ledger and transactions remaining in the billing batch that have not yet been distributed. This type of statement is referred to in CAMS as a Pre-Billing Statement.

Statements can also show pending financial aid, that aid which has not yet been transferred to Billing. This feature, along with the ability to include transactions from the billing batch, provides you with the flexibility to display a more accurate picture of a student's account at any given time.



Step-By-Step: Print a Student Billing Statement

1. From the **CAMS Enterprise Home** page, click **Billing >Reports Menu >Statements**. The **Billing Statement Options** window opens.

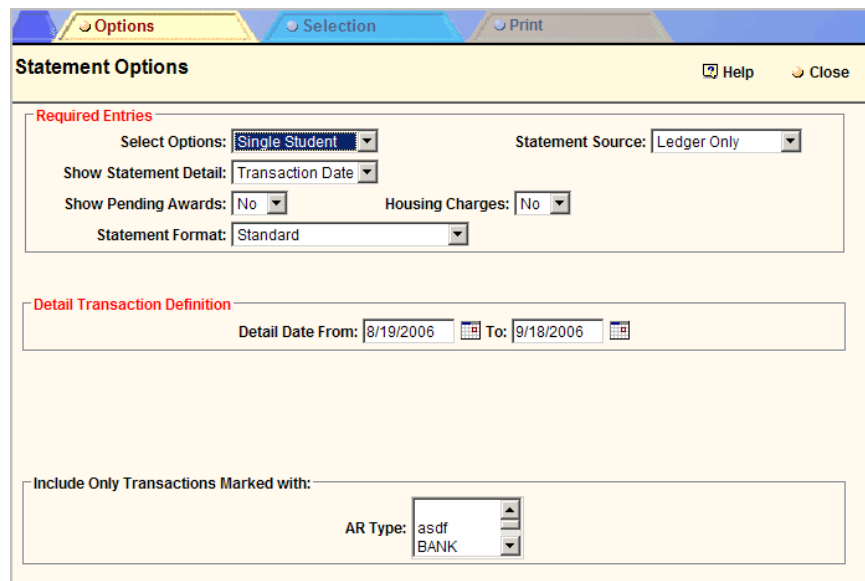


Figure 17: Billing Statement Options

2. Provide values for all of the Required Entries:
 - **Select Options** – Designate whether you wish to generate statements for single or multiple students, contacts or faculty, or if you wish to generate monthly or collection statements. (You will notice that as you make some selections, the available options will change accordingly.)
 - **Monthly Statements** – Selects all students that have had billing/billing batch transactions dated between the Detail Dates and students with an overall debit balance but transactions are not necessarily with Detail Dates. Batch transactions and Pending Awards can be included. By default any student with a business hold that has Stop Statement selected will not display.
 - **Collection Statements** – Selects all students with a debit balance in the ledger. Does not allow batch transactions or providing detail transactions in the statement. Does not allow Pending Awards.

- **Show Statement Detail** – Determine what detail will appear on the statement—will data be pulled by Term, Effective Date, Creation Date, or Multi-Term.
- **Show Pending Awards** – Determine whether or not to Show Pending Awards. “Pending Awards” in Billing are those awards that exist in Financial Aid ledgers, but have not yet been transferred to the Billing Batch. Pending Awards will show on the Billing Statement with the word “Pending” in the date field. Note that awards transferred to Billing Batch and not yet distributed to the student ledger will not appear on the statement unless you choose to include Ledger and Batch as your statement source.

Statement Format:

- **Combined Sched/Statement** – This format will display the student schedule in the upper portion of the form, followed by the billing statement.
 - **Aging** – format includes previous balances and subtotals /totals; with aging totals at the bottom of each page; categories include 0-30, 31-60, 61-90, 91-120, and over 120; aging balances are based upon a Creation or Effective aging date.
 - **Form** – The Form format does not include the labels for items such as name, ID, etc. Instead, it is designed to print on a pre formatted form that already contains necessary labels.
 - **Standard** – This is the basic Statement layout showing previous balance, statement detail, and overall balance.
 - **Past Due Letter** – Generate letters to be used for the purpose of stating overdue accounts.
 - **Statement Source** – Choose Ledger Only for transactions already distributed to the billing ledger, or Ledger and Batch to include items in a Billing Batch as well as those distributed to the ledger.
 - **Housing Charges** – Indicate whether or not to include pending housing charges. If "Yes" is selected, CAMS will include housing charges from the Housing module which have not yet been transferred to billing. Housing charges that have been transferred to the billing batch are no longer considered pending and will not display as such. They will display on the statement as a debit to the owner's account. To include housing charges that are in a Billing Batch, select Ledger and Batch as the Statement Source.
3. Select **Detail Transaction Definition** (Options change depending on what is selected in the Show Statement Detail field, such as term or by dates.)
 4. If **Yes** was selected in the **Show Pending Aid** and/or **Housing Charges** field, then the Pending **Housing/Financial Aid for Term Range** field appears. Enter the **Term From** and the **Term To** for aid/housing charges to be included.
 5. Select the **AR Type** (optional). This allows only transactions marked with the selected AR Type(s) to be included.
 6. Click the **Selection** tab to further select criteria to determine for whom statements will be printed. Based on the selections made in the first tab, the criteria options available here will differ.

Figure 18: Statement Criteria window

7. After selecting desired criteria, click the **Print** tab.
8. Select the **Schedule Term** (If applicable. This only displays when the Combined Sched/Statement or Combined with Details statement formats are chosen.)
9. Select the **Balance Type** to be used: All, Credit, Debit, Non-zero, or Zero Only.
10. If desired, enter a **Statement Note** that you wish to have appear on the statement. If printing multiple statements, the note displays on each statement. Using the lookup icon to the right of the Statement Note field standard “canned” comments can be quickly entered. The **Comment** reference table contains all the standard statements.

Figure 19: Print Billing Statements

11. Click **Print** to generate the billing statement.



Note: It is very important to understand that the criteria used on the Options tab determines what transactions will display on the statements. Criteria used on the Selection tab is additional criteria used to determine what students will display on the statement. It does not drive what transactions will display.

Aging Reports

Aging report formats **By Days**, **By Terms**, and **By Campus** list students who meet all selected criteria within a the selected format. Amount by category and overall and running totals are typically included in these detail formats. **Summary by Term** and **By Transaction Document** report formats give broader results where transactions are summarized.

Aging reports can be broken into the following **Report Format** categories:

- **By Days** - Lists students having balances within the following day ranges: 0 – 30, 31 – 60, 61 – 90, 91 – 120, and Over 120.
- **By Terms** - Lists students having balances defined within the Include Transactions Up To and Include Term field.
- **Summary by Term** - Provides a summary of balances defined within the Include Transactions Up To and Include Term field. This overview also includes running balances and an overall total.
- **By Transaction Document** - Provides a list of all TransDocs and the aging amounts with the following day ranges: 0 – 30, 31 – 60, 61 – 90, 91 – 120, and Over 120.
- **By Campus** - Provides a list of all students by campus and the aging amounts with the following day ranges: 0 – 30, 31 – 60, 61 – 90, 91 – 120, and Over 120.



Step-By-Step: Generate Aging Reports

1. Click **Billing >Reports Menu >Aging Reports** to access the Billing Aging Reports window.

Figure 20: Billing Aging Reports Criteria

2. Determine values for the following required fields:
 - a. Report Format. Select the report.
 - b. Include Transactions Up To and Include Term.
 - c. Last Day for Billing Aging Report.2

3. Supply the following additional criteria as appropriate (not defining specific criteria results in all values in the criteria list to be reported):
 - **Campus** - Designated in Student Status
 - **College Level** - Designated in Student Status
 - **Balance Type** - All, Credit, Debit, or Non Zero.
 - **Include Non Ledger** - Transactions remaining in a batch
 - **Billing Category** - Designated in Student Billing Maintenance Address
 - **AR Type** - Designated in the TransDoc or in the billing transaction
 - **Student Level** - Designated in Student Status
 - **Registered in Term** - Only registered students for the specified terms will be included. Use this to create Aging reports for current students or former students only.
4. Click **Print** to generate the report and view it in the Crystal Report Viewer.

Authorizing Pre-Registration

When students are registered in Unofficial Registration (also referred to as Pre-Registration), all tuition related fees are automatically transferred to Pre-Registration Billing Batch. From here, they must move to the Registration batch for distribution to the student ledgers. Transactions held within the unofficial batch cannot be distributed directly to a student's ledger--they can only be distributed from the Registration batch. The authorization process, which will allow you to authorize individual or multiple students, will move transactions from the Unofficial to the Official batch.

When a student is authorized, a "clean" bill is generated that removes all add/drop, late registration, and refund computations – in effect, the student is charged at that time just for the current courses and fees.

The Recalculate feature will also produce a clean bill. The difference between this function and Authorize is that Recalculate will NOT move students from Unofficial to Official registration. This feature is beneficial when validating the setup of your institution's cost structures. If it is determined that the setup was incorrect (inaccurate fees, tuition rates, refunds, etc.), you can make the changes in Cost Setup and then Recalculate the Unofficial Registration.



Step-By-Step: Authorize Pre-Registration

1. From the **CAMS Enterprise Home** page, click **Billing >Authorize**. The **Authorize Unofficial** window opens.
2. Enter either a student's Last or First name, or the student's ID or select the Term, Campus, Cost Type (as defined in the Student Status Record), and/or AR Type (as defined in the TransDoc), to be used in selecting students to be authorized. Click **Find**.

Select	Operation	StudentName	StudentID	Term	UnofficialCr	OfficialCrc	Authorize	LastEffDate	StudentUID	TermSe
1	✓ ReCalc	Green, Rachel	M000003401	FA-16	3.00	21.00	No	6/3/2016 11:26	49,809	B16Q
2	✓ ReCalc	Harper, Kara	A000003657	FA-16	0.00	0.00	No	4/1/2016 3:57:1	50,433	B16Q
3	✓ ReCalc	Raven, Tristan	T000003645	FA-16	6.00	9.00	No	4/22/2016 11:2	50,388	B16Q

Figure 21: Authorize window

3. Select individual students from the list to either **Authorize**, **Recalculate**, or **Delete**. In the Select column of the data grid select the appropriate operation as described:
 - **Authorize** — Double Left-click. This recalculates the student’s billing transactions based on what tuition charges and fees the student should incur based on their current registration and current cost setup and then makes the student officially registered. All charges are moved to the Registration batch.
 - **Recalculate** — Single Right-click. This recalculates the student’s billing transactions based on what tuition charges and fees the student should incur based on their current registration and current cost setup.
 - **Delete** — Double Right-click. This removes the student from every unofficially registered class and deletes all fees.



Note: *Unofficial registration and the recalculate function allow institutions to make changes changed due to either a change in your institution’s fee structure or a correction to the setup and quickly recalculate student tuition and fees.*

Use “Set All to” to mark all students in the list to a specific status such as Authorize—this will mark all listed students to be authorized to Official Registration.

4. Click **Initiate**. The Results form will open indicating the process about to take place.

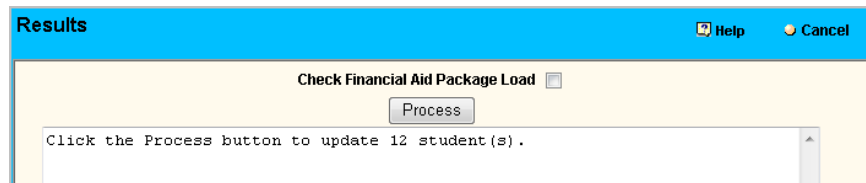


Figure 22: Authorizing Process window

5. **Check Financial Aid Package Load** – If selected, CAMS will compare the registration load for the student with the Financial Aid Load as designated in the Financial Aid Status Detail form of the Financial Aid Student Maintenance window. If the value in the "Packaged for Load" field does not match the registered student load, a warning prompt will be displayed and the students registration will not be authorized.
6. If satisfied, click **Process**. CAMS will recalculate tuition charges to ensure that current cost setup is being applied. All marked records will be removed from Unofficial (or Pre-Registration) batch to the Official Registration Batch.

Billing Cashier's Entry

The Billing Cashier Entry window was designed to enhance the registration data flow process. You can complete several common tasks associated with billing and registration without having to exit the window, thereby saving time during data entry. To access the Cashier Entry window from the CAMS Enterprise Home page, click **Billing >Cashier Entry**. The Cashier Entry window allows you to consolidate the following tasks for a single student:

- View Ledger and Batch Balances
- View/Add batches and batch entries
- Authorize, recalculate, or delete the student's unofficial registration
- Generate reports, including statements

View Ledger and Batch Balances

To access the Billing Cashiers Balances tab from the CAMS Enterprise Home page, click **Billing >Cashier Entry**. The **Billing Cashiers** window opens to the **Balances** tab.

The screenshot shows the 'Balances' window with the following data:

StudentUID	StudentID	StudentSSN	TextTerm	LedgerTotal	RunningBalar
------------	-----------	------------	----------	-------------	--------------

StudentSSN	TextTerm	OverallBatch	UserBatchTo	SystemBatch	FinAidpendin	StudentUID
112-00-0423	Fall, 2007	\$129.65	\$0.00	\$129.65	[NULL]	45,000

Figure 23: Cashier's Entry Balances window

The Balances tab of the Cashier Entry window displays term balances for the student's ledger, in addition to transactions residing in billing batches. Enter the appropriate term and click **Get**. The Balances tab then displays data up to and including the selected term:

The **Ledger** Balances data grid (upper grid) displays the following data:

- StudentUID (System ID)
- StudentID
- Social Security Number
- TextTerm (Display term)
- LedgerTotal (Summary of all non-voided reportable transactions in the ledger for that term)
- RunningBalance (Summary of all non-voided reportable transactions up to and including the selected term)
- The **Batch Balances** data grid (lower grid) displays the following data:
 - Social Security Number
 - TextTerm
 - OverallBatchTotal (Sum of both User Batch total and the system batch total)
 - UserBatchTotal (Sum of all transactions in all user-created batches)
 - SystemBatchTotal (summary of all transactions in CAMS system-generated batches – Registration, Pre-Registration, and Application batches)
 - FinancialAidPendingTotals (Summary of all financial aid that has yet been sent to billing for that term)

To view a different term, enter another term in the Term field, and then click **Get**. The data grids will be refreshed with data up to and including the new term.

View/Add batches and batch entries

To access the Billing Cashiers Batches tab from the CAMS Enterprise Home page, click **Billing >Cashier Entry**. The **Billing Cashiers** window opens to the **Balances** tab; click the **Batches** tab. When the Batches tab opens, it will only display CAMS system-generated batches (Application Fees, Pre-Registration, and Registration) and batches created by the user.



Note: Users will only see the three system batches and batches they have created. They will not see anyone else's batch.



Step-By-Step: Add a Batch

1. From the Cashier's Entry window click the **Batches** tab.

The screenshot shows the 'Batches' window with two tabs: 'Batch Master' and 'Batch Entries'. The 'Batch Master' tab contains a table with the following data:

	BatchName	UserID	Campus	Comment	NumTransact	ModuleN
1	2004-04-01B	RUSSL	Main	Generic Billing Import	7	BILLING
2	2004-04-09A	RUSSL	Main	Marsi FinAid	4	FINANCL
3	Application Fees	SYSTEM	Main	System Defined Application Fees Batc	64	ADMISSK
4	Pre-Registration	SYSTEM	Main	System Defined Pre-Registration Batc	254	REGISTR
5	Registration	SYSTEM	Main	System Defined Registration Batch	62	REGISTR

Below the table is an 'Add Batch' button with a green plus sign. The 'Batch Entries' tab is currently empty, showing a grid with columns 1 through 8, each containing the value '0'. A 'Delete' button with a trash icon is located at the bottom of the 'Batch Entries' section.

Figure 24: Batches tab

2. Click the **Add Batch** button to open the Add Batch form.
3. Select the appropriate Campus.
4. Enter the batch comment, such as a description of the batch.
5. Click **Add**. The Batches tab displays with the newly created batch listed in the Batch Master data grid.



Step-By-Step: Add or Modify Batch Transactions

1. Double-click the batch within which you want to add or modify a transaction. The batch transactions display in the Batch Entries data grid.

The screenshot shows the 'Batches' window with the 'Batch Master' tab. The table now includes a new entry:

	BatchName	UserID	Campus	Comment	NumTransact	ModuleN
1	2004-04-01B	RUSSL	Main	Generic Billing Import	7	BILLING
2	2004-04-09A	RUSSL	Main	Marsi FinAid	4	FINANCL
3	2004-07-19A	RUSSL	Main	Cashier's Daily	1	BILLING
4	Application Fees	SYSTEM	Main	System Defined Application Fees Batc	64	ADMISSK
5	Pre-Registration	SYSTEM	Main	System Defined Pre-Registration Batc	254	REGISTR
6	Registration	SYSTEM	Main	System Defined Registration Batch	63	REGISTR

The 'Batch Entries' tab now displays a transaction for the selected batch (2004-07-19A):

	LastName	FirstName	TransDoc	TransDate	Debits	Credits	RefNo
1	marsh	geoff	ADJUSTMENT	7/19/2004		\$100.00	

The 'Add Batch' button is still visible below the 'Batch Master' table.

Figure 25: Modify a Batch Transaction

2. Right-click anywhere on the data grid to add a batch entry. A blank Batch Entry Detail form opens. You may also double-click an existing batch entry to open the Batch Entry Detail form and modify the batch entry.

Figure 26: Add a Batch Entry window

The active student (selected upon opening the **Billing >Cashier Entry** window) displays in the **Batch Entry Detail** entry form. All modifications made to this transaction affect only the active student's record.

3. Modify or create the transaction as desired.



Note: If **Disable All Ledger Edits** has been enabled in CAMS Configuration, modifications to existing transactions in the Student and Non-Student Ledgers may not be done. Transactions may still be added or voided.

4. Click the **Receipt** button to display a drop-down where you may select a report to print immediate receipts. This process will also place the next sequential number automatically in the Reference No. field (if that field is left blank during creation of transaction). Use the Summary button to print a student's term summary report.



Note: If you choose not to print a receipt immediately, but wish to assign a reference number for this transaction, click the reference number icon next to the reference # field. CAMS will automatically populate that field with the next sequential reference number.

5. Choose one of the following options:
6. Click **Add** to save the entry and return to the batch entries list
7. Click **Save/Add** to save this transaction and clear the fields so another transaction may be created for this student (if this option is selected, clicking **Cancel** once all entries are added for this student will not cancel your entries, but will return to the student batch transactions list with your entries saved)
8. Click **Cancel** to exit without saving



WARNING: The **Billing >Cashier Entry >Batches** tab should not be used at the same time as the **Billing >Batch** window, as data will not be refreshed in a timely manner.

Authorize, recalculate, delete unofficial registration

To access the **Billing Cashiers Authorize** tab from the **CAMS Enterprise Home** page, click **Billing >Cashier Entry**. The **Billing Cashiers** window opens to the **Balances** tab. Click the **Authorize** tab. This tab allows you to use the Authorize function for the active student for a single term (selected upon opening the **Billing >Cashier Entry** window).

	Department	CourseID	CourseType	Section	CourseName	Credits	Grade	F
1	AST	170		01	INTRO TO ASTF	3.00		

Figure 27: Authorization tab

If the student has been unofficially registered, there will be Authorize options available, and the pre-registered courses display in the Registered Course Work data grid with a Registration Status of Unofficial. If there are no unofficial courses to authorize, then the following message displays in the Authorize Options portion of the window: *Selected student does not have any unofficial courses to authorize.*



Step-By-Step: Authorize/Recalculate/Delete unofficially Registered Courses

1. Select the Authorize Action to perform:
2. Authorize (move courses from unofficial to official registration)
3. Recalculate (Recalculates fees)
4. Delete (Remove batch entries from the pre-registration batch)
5. A prompt displays asking you to confirm the action. Click **Yes** to process the action.
6. Once the action is complete, a confirmation message displays. Click **OK**. To refresh the window, click the **Authorize** tab.

Generate reports, including statements

To access the Billing Cashiers Batches tab from the **CAMS Enterprise Home** page, click **Billing >Cashier Entry**. The **Billing Cashiers** window opens to the **Balances** tab. Click the **Reports** tab.

This tab allows you to produce a billing statement, billing ledger, or term summary report for the active student (selected upon opening the **Billing >Cashier Entry** window.) These are the same options available in the **Student Billing Maintenance** window, Reports tab.

Print Batch

All entries in a single batch can be printed to an edit list for verification before distributing the transactions to students' ledgers. Entries may also be printed for a specific term.



Step-By-Step: Print Batch Edit List

1. From the Batch window click once on the batch to be printed to highlight it.
2. Click **Print**.

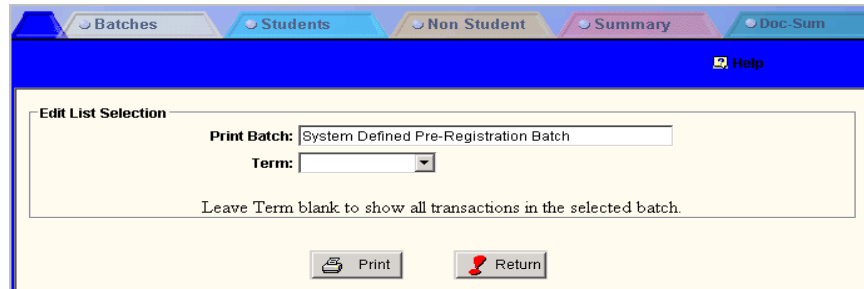


Figure 28: Print Batch window

3. To print only transactions for a specific term select the term in the **Term** dropdown field.
4. Click **Print** to print the edit list or **Return** to select another batch.

Generic Billing Import

The Generic Billing Import option will allow you to import billing transactions that are not necessarily created in CAMS Enterprise such as: phone charges, book purchases, etc. It can be used to import billing data with different transaction dates. You may create one file with all these different types of charges in it. Each time you import the file the transactions will be created in a Billing Batch with a description that you entered.

The file you create must be a tab delimited text file. If you do not have information for an item you must tab over that field. Each transaction must be on one line with no blank spaces at the end of each line and with no blank lines between the transaction lines or at the end of the file. Fields 1 – 7, 12, and 13 are required.

Do not use any trailing or leading spaces in any fields. For example, the TransDoc field has a length of 15 characters. If your TransDoc name is shorter, use the exact name.



Note: *The file must be located in a shared directory accessible from the database server. The users who will be creating this file must have read/write access to this share. You must browse the Network to locate the file so that the file path is in UNC format such as **Error! Hyperlink reference not valid. name>\<file name>***

Description	Max Length
<p>Record Type – Type of ID on this record to determine which ID specific information will be used to identify the student.</p> <p>a. SSN – ID will be matched to SSN ID field</p> <p>b. SYS – ID will be matched to system ID field</p> <p>c. STU – ID will be matched to student ID field</p>	
<p>SSN/SYS/STU ID – Will depend on the above Record Type</p> <p>SSN – 20 digit numeric (no dashes), use leading zeros, right justified (00000000000111339923)</p> <p>SYS – 20 digit numeric, use exact StudentUID (no commas) (47495)</p> <p>STU – 20 alpha/numeric, use exact StudentID including leading zeros, if any (00999200466 or A0000001314)</p>	
<p>Term – Text Term, must match a valid term calendar in the system (SP-03)</p>	12
<p>Date of Transaction – (03/04/2004 or 3/4/2004)</p>	10
<p>TransDoc – The TransDoc name, must match a valid TransDoc in the system (Phone Charge)</p>	15
<p>Transaction Type – DEBIT or CREDIT</p>	6
<p>Amount – Numeric: 125.00 or 125</p>	18
<p>Extended Doc – The Extended Doc name, must match a valid Extended Document Type in the system (BOOKRTN)</p>	15
<p>AR Type – Accounts Receivable type</p>	15
<p>Reference # – Alpha/numeric, reference number/ID, a free-form field</p>	25
<p>Description – Alpha/numeric, transaction description, a free-form field. The CAMS Configuration option “Always Overwrite TransDoc Description” must not be enabled in order for the import Description to be used in the Billing Batch transaction.</p>	40
<p>1098 Deductible – “Y” or “N”</p>	1
<p>Username – Alpha/numeric, used to label the transaction creator, a free-form field.</p>	15
<p>Currency Type – Alpha/numeric. Required in the import file for Multi-Currency enabled databases ONLY. This field is not required to be in the import file if CAMS does not have Multi-Currency enabled. The value of this field needs to match to any one of the existing Currency Types defined in CAMS. During the import process, CAMS will match on the imported Currency Type and convert it to the Home Currency. Note: If Multi-Currency is enabled and the import file does NOT contain this field, the import will fail. If Multi-Currency is not enabled and the import file DOES contain the Currency Type field, the field is ignored and the import will complete.</p>	30



Step-By-Step: Importing Generic Billing Transactions

1. From the **CAMS Enterprise Home** page, click **Tools >Import >Billing >Billing Import**. The Billing Import window opens.
2. Browse for your import file. Click **Initiate**.



Note: If the selected file has been imported previously, a pop-up displays indicating the file has been imported before and includes the CAMS Username that imported the file and the date it was imported. Click **Yes** to override and import this file again. Click **No** to cancel the import.

3. A list of transactions to import will display to allow you to verify the data. An Exceptions list will display below showing those transactions that will not be imported due to a possible field discrepancy.
4. Enter a batch description, which will help identify the batch in CAMS Enterprise.
5. Click **Import** to import the transactions to the Billing Batch. You will get a notice that the data has been imported.

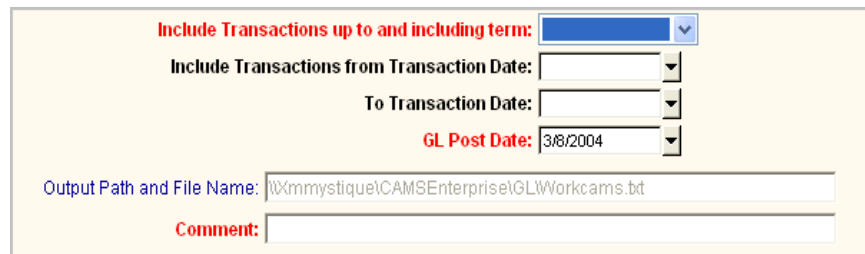
Posting to the General Ledger

Moving transactions from CAMS to your accounting program is a simple process within the Billing module. This posting process can be performed at any interval your institution requires (i.e. monthly, weekly, or daily). Upon performing this process, transactions in both the Billing and Non-Billing ledgers will be posted.



Step-By-Step: Post to the General Ledger

1. From the **CAMS Enterprise Home** page, click **Billing >Billing Accounting >Post Options >General Ledger**. The **Billing Accounting Post Options** window opens.



The screenshot shows a web form titled 'General Ledger Post Options'. It contains several input fields and dropdown menus. The first field is 'Include Transactions up to and including term:' with a dropdown menu. Below it are 'Include Transactions from Transaction Date:' and 'To Transaction Date:', both with dropdown menus. The 'GL Post Date:' field is a text input with '3/8/2004' entered. The 'Output Path and File Name:' field is a text input with the path '\\Xmmystique\CAMSEnterprise\GL\Workcams.txt' entered. The 'Comment:' field is a text input that is currently empty.

Figure 29: General Ledger Post Options

2. Supply appropriate data in the General Ledger Post Options form
3. Enter a term value to indicate which transactions should be included in the posting. All transactions up to and including the term entered will be included.
4. The posting can be further limited by defining a transaction date range (optional).
5. Enter the General Ledger Post Date. The default for this field is the current date.
6. The Output Path is automatically populated based on the entries in the CAMS Manager >Configuration >Billing tab, GL Output Path: field. It will write to the file called Workcams.txt.
7. Enter Comment (required field). This field is used to describe the post itself (or posting criteria) such as "Transactions through FA-03", "January 2004 Month End", etc.
8. Click Process. Transactions will be imported into a batch called Generic Billing Import in **Billing >Batch**.



Note: If no GL Output Type is selected in **CAMS Manager >Configuration >Billing** tab CAMS Enterprise will display a mandatory GL Output type field that must have a selected output type. This is advantageous if General Ledger transactions and Accounts Payable transactions are posted to a different ledger type.

Payment Plans

Payment Plans, which may also be known as Deferred Billing Plans, allow the student to pay tuition and other charges over time in set increments, rather than one lump sum. Since institutions operate slightly differently from one another, CAMS provides much flexibility in the creation of such plans. Students may have one or more plans assigned, there may or may not be service fees, down payments or initial payments, interest charged, etc. You also have the option of moving students who do not maintain satisfactory progress in their specified payment plan to another plan in bulk.

Payment Plans have four distinct parts, which will be discussed in greater detail on the following pages:

- **Setting up Payment Plans** - Set up Payment Plan parameters including frequency, maximum amounts, and more.
- **Applying Payment Plans** - Apply and maintain Student Payment Plans.
- **Applying Payments towards a Payment Plan** - Apply a student's payment to a particular Payment Plan.
- **Generating Statements** - Run Payment Plan statements for one or multiple students.

Payment Plan Type Setup

Before assigning Payment Plans to students, it is necessary to set those plans up and define their parameters. This should be done once initially, and then plans may be modified or added as needed in the future. These are general parameters that will be applied to any student who is assigned a particular payment plan.

Once Payment Plan Types have been defined, you can then add a TransDoc to the plan in the TransDoc tab. Selecting a TransDoc will limit the list of transactions available for use in calculating the original amount (Payment Plan Maintenance detail form, Amount field). If no TransDocs are specifically defined, all TransDocs will be included in this calculation.

If your institution charges handling fees for setting up payment plans, you may set these up in the Fees Tab.



Step-By-Step: Add or Modify a Payment Plan Type

1. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Setup >Payment Plan Type Setup**. The Payment Plan Types window displays.

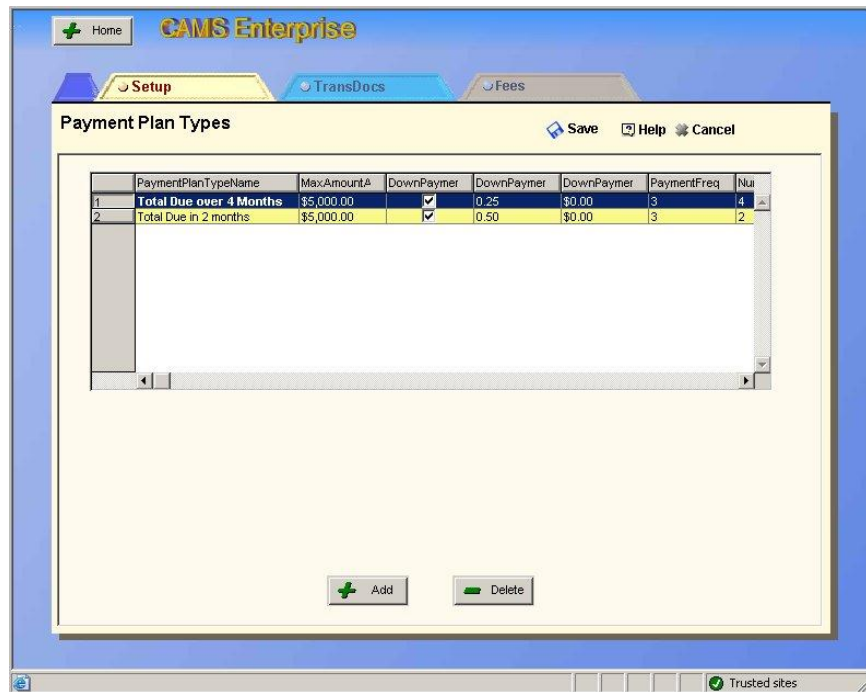


Figure 30: Payment Plan Type Setup

2. Right-click in the data grid or click **Add** to open a blank Payment Plan Setup form, or double-click an existing payment plan to modify.

Payment Plan Setup

Payment Plan Type:

Approval Required: **Maximum Allowed:** **Active:** Yes

Down Payment Required:

Amount: **or Percentage:** (whole number)

Payment Frequency: **Number of Payments:**

Interest Required: **Interest Percentage:** (whole number)

Grace Period: days **Allow Prior Balance Rollover:**

Figure 31: Payment Plan Type Detail

3. Enter the **Payment Plan Type**, required (maximum 100 alphanumeric characters). This will be used to identify the payment plan in a selection list when applying payment plans to students.
4. Enter the **Maximum Allowed**, required. This is the maximum dollar amount that is allowed to be deferred on this particular plan. Maximum dollar amounts may vary from plan to plan.

5. Enter information into the following fields as required by your institution:
- **Approval Required** - If approval is required for this payment plan, select this checkbox. When selected, this will cause a prompt to display when the payment plan is applied asking whether the student is approved for the payment plan. The definition of "Approval" is open to interpretation by each institution, but an example of this could mean the student obtained a certain score during a credit check.
 - **Active** - This field defaults to **Yes**, but may be set to **No** when a payment plan becomes inactive, which will prevent an inactive payment plan from displaying in the selection list when applying payment plans to students.
 - **Down Payment Required** - If a down payment is required for this payment plan, select this checkbox. When selected, the Amount (Dollar amount) and Percentage (whole number) fields become available. Enter either the Amount or the Percentage of the down payment required. Any down payment required will be added to the first payment when the payment plan is applied to a student.
 - **Payment Frequency** - Select the Frequency at which payments will be required. Valid frequencies are: Daily, Weekly, Quarterly, Monthly, and Yearly. This list is static and may not be changed.
 - **Number of Payments** - The number of payments values available corresponds to the Frequency Required value chosen. For example, if Quarterly is selected for Frequency Required, 1, 2, 3, or 4 payments may be selected. Select the appropriate number of payments.
 - **Interest Required** - If your institution charges interest fees on the payment plan, select this checkbox. When selected, the Interest Percentage (whole number) may be entered. The interest is calculated based on the Amount due (**Payment Plan Maintenance** detail form, Amount field).
 - **Grace Period** - Select the number of days the student may be late with payment. Valid days are 1 through 15. This list is static and may not be changed.
 - **Allow Prior Balance Rollover** - If you wish to allow a student's prior ledger balance to be included in payment plan calculations, select this checkbox. The prior balance would then be evenly distributed over the number of payments selected.
 - When all parameters have been defined for this payment plan type, click **Add** to add a new payment plan type, **Update** to save modifications, or **Cancel** to exit without saving. The Payment Plan Types data grid displays. Click **Save** to save data to the database and refresh the window.

Delete a Payment Plan Type

If you have made an error in the Payment Plan Type Setup and you wish to remove it altogether, you may delete it by highlighting the Payment Plan Type you wish to eliminate, then clicking **Delete**.



Note: A Payment Plan Type may only be deleted if it has not been associated with a student's record in Payment Plan Maintenance.

Payment Plan Qualifying TransDocs

Once Payment Plan Types have been defined, you can then add Qualifying TransDocs to the plan. Defining a TransDoc for a particular payment plan will limit the list of transactions available for use in calculating the original amount (Payment Plan Maintenance detail form, Amount field).

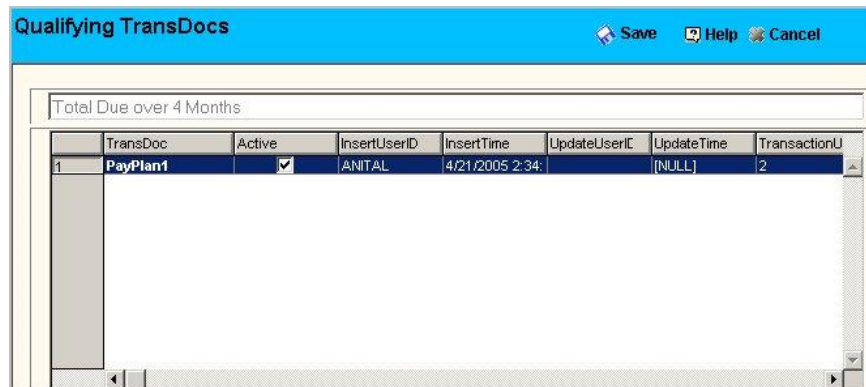
For example, if "Payment Plan Type A" has a frequency of Monthly, and the number of payments is 4 (four months in a semester), and the TransDoc selected is the TransDoc named "Semester", CAMS will limit charges to only those that are associated with the TransDoc "Semester". Any courses associated with a "Semester" TransDoc would have their tuition charges included in the Amount available for "Payment Plan Type A".

If no TransDocs are specifically defined, all TransDocs will be included in this calculation. If more than one Qualifying TransDoc is added, then only charges related to those specific TransDocs will be included.



Step-By-Step: Add or Modify a Payment Plan Qualifying TransDocs

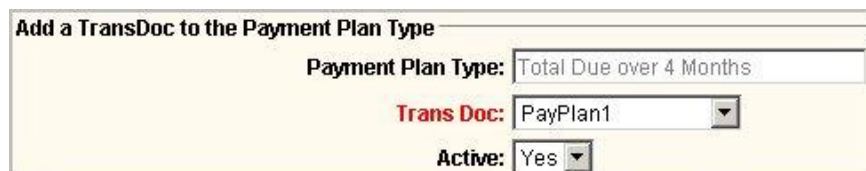
1. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Setup >Payment Plan Type Setup**. The Payment Plan Types window displays.
2. Highlight the **Payment Plan Type** to which you wish to add a TransDoc, then click the TransDoc tab. The Qualifying TransDocs data grid displays.



TransDoc	Active	InsertUserID	InsertTime	UpdateUserIC	UpdateTime	TransactionU
1 PayPlan1	<input checked="" type="checkbox"/>	ANITAL	4/21/2005 2:34:	[NULL]		2

Figure 32: Payment Plan Qualifying TransDoc

3. Right click in the data grid to open a blank Qualifying TransDocs detail form, or double click an existing Qualifying TransDoc to modify.



Add a TransDoc to the Payment Plan Type

Payment Plan Type: Total Due over 4 Months

Trans Doc: PayPlan1

Active: Yes

Figure 33: Payment Plan Qualifying TransDoc Detail

- Select the appropriate **TransDoc** from the list (Reference Table: TransDoc). The **Active** field defaults to **Yes**, and refers to the Qualifying TransDoc as being active in this Payment Plan Type.



Note: Qualifying TransDocs may not be removed from the Payment Plan Type, but may be inactivated by changing the Active field to No. This will remove the limitation of charges based on that particular TransDoc, and if it were the ONLY Qualifying TransDoc defined here, would allow all TransDocs to be included in the calculation of charges for the Amount field. Also note that inactivating a Qualifying TransDoc in Payment Plan Type Setup will NOT inactivate the actual TransDoc in the TransDoc reference table.

- Click **Add** to add the TransDoc, **Update** to save modifications, or **Cancel** to exit without saving. The Qualifying TransDocs data grid displays. Click **Save** to save data to the database and refresh the window.

Payment Plan Type Fees

Some institutions may charge a handling fee or other fees, which are related to a particular Payment Plan Type and are not an interest percentage or down payment amount. The fee could be a one-time payment plan setup charge, or a small fee charged with each installment of the payment plan. Once Payment Plan Types have been defined, you can then add fees.



Step-By-Step: Associate Fees With Payment Plan Types

- From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Setup >Payment Plan Type Setup**. The Payment Plan Types window displays.

	PaymentPlanTypeName	TransDoc	Amount	StatementRec	Active	InsertUserID	Ins
1	Total Due over 4 Months	App Fee 1	\$3.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TRS-MGR	3/1
2	Total Due over 4 Months	App Fee 2	\$5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TRS-MGR	3/1

Figure 34: Payment Plan Type Fees

- Highlight the **Payment Plan Type** to which you wish to add a Fee, and then click the **Fees** tab. The **Required Fees** data grid displays.
- Right click in the data grid or click **Add** to open a blank Required Fees detail form, or double click an existing Fee to modify.

Add Fees to the Payment Plan Type

Payment Plan Type: Total Due over 4 Months

Trans Doc: App Fee 1

Amount: \$3.00

Statement Recurring: No

Active: Yes

Figure 35: Payment Plan Type Fees Detail

- Select the appropriate fee **TransDoc** from the list.

5. Enter the dollar **Amount** of the fee.
6. If the fee will be charged for each scheduled payment, change the **Statement Recurring** to **Yes**. Leave the default of **No** when charging a one-time fee.
7. The **Active** field defaults to **Yes**, and refers to the Fee as being active in this Payment Plan Type.



Note: Fees may not be removed from the Payment Plan Type, but may be inactivated by changing the Active field to No.

8. Click **Add** to add the Fee, **Update** to save modifications, or **Cancel** to exit without saving. The Required Fees data grid displays. Click **Save** to save data to the database and refresh the window.

Payment Plan Maintenance

Payment Plans are assigned to individual students through **Payment Plan Maintenance**. A student can have one or more payment plan types applied. Payment Plan Type setup is very flexible and allows for many other types of plans and situations, which are defined by each institution's business rules. Through **Payment Plan Maintenance**, you can also view scheduled payments and payments received.



Step-By-Step: Assign a Payment Plan to a Student

1. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Maintenance**. The **Payment Plan Maintenance** window for the selected student displays. Any payment plans applied to the student display in the top grid. If **Alter Plan** has been used to change the student's payment plan, previous plans will display in the **History** grid.

TextTerm	PaymentPlan	DisplayText	OriginalAmount	Startdate	CompleteDate	TotalNu	Allo
FA-11	12 Month Paym	12 Month Paym	\$6,740.50	7/7/2011 12:00	7/7/2012 12:00:00	12	

PaymentPlanType	TotalNumberC	InsertUserID	InsertTime	PaymentPlan	HistoryID	PaymentPlan
-----------------	--------------	--------------	------------	-------------	-----------	-------------

Figure 36: Payment Plan Maintenance

- Right-click in the data grid or click **Add** to open a blank **Payment Plan** form, or double-click an existing payment plan to modify. The **Payment Plan Detail** entry form displays.

Figure 37: Payment Plan Maintenance Detail Entry Form

- Enter the **Term**, required, for which the payment plan will apply.
- Select the **Payment Plan Type**, required, from the list. Upon selection, the **Start Date** and **End Date** will automatically populate based on the current date and the setup of the frequency of payments. These dates may be changed as needed.
- Enter a **Description**, required, (maximum 50 alphanumeric characters) for the Payment Plan Type as it pertains to this student.
- Click **Search**. The dollar amount found in the Registration batch, or student's billing ledger, or both (when some transactions have been distributed to the student's ledger and others remain in the batch) will display in the Amount fields. The amount can be changed if necessary.



Note: There are times when clicking the Search button will not result in population of the Amount fields. These are as follows:

If the student does not have a balance in the Registration batch or their billing ledger for the term supplied in the Term field. This could be due to financial aid that covers the amount of charges, payments made, charges removed, etc.

If the charges have TransDocs which do not match TransDocs applied in the Payment Plan Type Setup. For example, if you have a payment plan created for semester courses, and another created for a weekend course, the weekend course payment plan type could not be applied to a student registered for semester courses, because the TransDoc for semester courses has not been set up for the weekend course payment.

- Click **Display** to generate the Student's Scheduled Payments. A list of payments, including payment number, due date, date of grace period of each payment, and minimum amount due based on the value in the Amount field divided by the number of payments displays in the data grid.

- Click **Add**. If the Payment Plan requires approval, a prompt displays asking if approval has been granted. If so, click **Yes**. The Payment Plan Type will then be assigned to the student and future payment transactions can be applied to that Payment Plan.

Payment Schedule

The Payment Schedule tab allows you to view the scheduled payments for the plan. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Maintenance >Schedule** tab. The schedule of payments displays in the data grid and includes the payment number, due date and minimum amount to be paid. This information is view only and may not be modified.

	PaymentNumber	PaymentDueDate	PaymentGraceDu	PaymentRecd	MinAmountDue	InsertUserID	If
1	1	4/28/2005 12:00:00	5/1/2005 12:00:00	<input type="checkbox"/>	\$1,256.00	ANITAL	4
2	2	5/28/2005 12:00:00	5/31/2005 12:00:00	<input type="checkbox"/>	\$869.00	ANITAL	4
3	3	6/28/2005 12:00:00	7/1/2005 12:00:00	<input type="checkbox"/>	\$869.00	ANITAL	4
4	4	7/28/2005 12:00:00	7/31/2005 12:00:00	<input type="checkbox"/>	\$869.00	ANITAL	4

Figure 38: Payment Schedule tab

Payment Detail

The Payment Detail tab allows you to view payments applied to the payment plan. From the CAMS Enterprise Home page, click **Billing >Payment Plans >Maintenance >Payment Detail** tab. Any payments applied to the plan display in the data grid.

	TextTerm	TransDate	Description	ShowAmount	Debits	Credits
1	SP-06	4/28/2005 4:07:33	Pay By Check	\$-1,256.00	\$0.00	\$1,256.00

Figure 39: Payment Detail tab

Alter Payment Plans

Alter Payment Plans changes or updates payment plans in bulk. CAMS maintains a history of the student's payment plans when using this process. For instance, if a student with a 3 month plan should be moved to a 6 month plan, create a rule that specifies the requirement. Another example would be to re-evaluate a plan for students who may have received payments towards that plan; in this example you would set up a rule to alter that plan using it as both the Original Payment Plan Type and the New Payment Plan Type choosing to update the original amount.



Step-By-Step: Alter Student Payment Plans

1. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Alter Plan**. The **Alter Plan** window displays.

	Select	OriginalPaymentPlanType	NewPaymentPlanType	OriginalPaym	NewP
1	<input type="checkbox"/>	Six Month Plan	9 Month Plan	6	15
2	<input type="checkbox"/>	9 Month Plan	3 Monthly Installments	15	24
3	<input checked="" type="checkbox"/>	5 Month	3 Monthly Installments	18	24
4	<input type="checkbox"/>	Total Due in 2 Months	3 Monthly Installments	2	24

Figure 40: Alter Payment Plans

2. To delete Payment Plan Map Setup entries, select one or more rows in the grid by placing a check mark in the **Select** column then click **Delete**. Click **Yes** on the confirmation pop-up to remove the selected rows.
3. The Payment Plan Map Setup must be defined for each payment plan you wish to alter. You can have as many Payment Plan Maps set up as desired, but each Payment Plan Type may be used only once for each **Original Payment Plan Type** and **New Payment Plan Type** combination in the setup grid. Right-click in the grid to add a new Payment Plan Map or double-click an existing entry to modify it. The Alter Payment Plan Details window displays.

Figure 41: Alter Payment Plan Details

4. Select the required fields **Original Payment Plan** (the plan you are changing from), and **New Payment Plan** (the plan you are changing to).
5. Choose **Keep Original Amount** to keep the amount from the Original Payment Plan. Choose **Update Original Amount** to update the balance of the payment plan based on TransDoc(s) defined in the Payment Plan relative to transactions in the student ledger (or all TransDocs if the New Payment Plan has no linked TransDocs).



Note: When **Update Original Amount** is selected, *Alter Payment Plan* will re-evaluate student transactions to be included as the new Original Amount based on the term from the Original Payment Plan and the TransDocs defined in the New Payment Plan (or all TransDocs if the New Payment Plan has no linked TransDocs).

6. Place a check next to **Update Payment 1 Due Date** and enter or select a date to set a new Payment 1 Due Date and use this date as the New Payment 1 Due Date. Note that payment 2 and beyond may be different as the New Payment Plan may use a different Payment Frequency.
7. Place a check mark in the **Select** column for each setup you wish to run then click the **Criteria** tab. You can run this process for students on a specific campus as set in the Student Admissions Information record. You may also select multiple campuses by using the control key and clicking the appropriate values. Do not select any **Access Campus** to update records for all Access Campuses.
8. Click **Initiate**.
9. You will see a list of all students and their assigned payment plans that have a payment plan that matches any Original Payment Plan defined on the Plan Map tab. All rows will be selected with a check mark in the **Select** box.
10. Remove the check mark from the **Select** box for any student(s) you DO wish to process.
11. With students that you DO NOT wish to process still selected, click the **Delete** button. These students' records will not be modified in the process. This will remove the students from this process only and does not delete any payment plan records.
12. Click the **Process** tab and then the **Process** button.



Note: *If a student has made payments for the Original Payment Plan and those payments exceed the amount now owed by the student, the student's Payment Plan may not be altered; the student will not display in the grid on the Students tab unless the student is delinquent on payments for the plan.*

1098 Setup

To ensure that 1098 forms and files are correctly reporting dollar amounts an accurate set up of the TransDocs must be completed.



Warning: TransDocs associated with 1098 amounts must be marked correctly.

Transdoc:	TUITION
Active:	<input checked="" type="checkbox"/>
Report:	Yes
Description:	Tuition
Account Number:	000-1200-00
Opposing Account:	000-4120-00
Accounts Payable:	No
Transaction Type:	Debit
AR Type:	TUITION
IPEDS Category:	Tuition
Post In Detail:	Yes
Default Amt:	
Access Campus:	All
Tuition 1098 Deductible:	<input checked="" type="checkbox"/>
1098 Scholarship/Grant:	<input type="checkbox"/>
1098 Refunds/Reimbursements:	<input type="checkbox"/>
Include T2202A:	<input type="checkbox"/>
Include T4A:	<input type="checkbox"/>

Figure 42: TransDoc 1098 Options

Tuition 1098 Deductible should only be marked if the TransDoc is a Debit transaction and is related to Tuition deductible items.

1098 Scholarship/Grant should only be marked if the TransDoc is a Credit and related to scholarships or grants that will affect the total 1098 deductible amount.

1098 Refunds/Reimbursements should only be marked if the TransDoc is a Credit and related to refunds or reimbursements that will affect the total 1098 deductible amount.



Note: The 1098 process checks **ONLY** these 1098-related fields to determine whether transactions will be included in 1098-T reporting. Only **ONE** box should be checked for any TransDoc.

1098 Form

The Print 1098T Forms produces the 1098T Form B tax forms for the students. CAMS Enterprise determines which transactions are included in the 1098-T report by checking the 1098 designations in the TransDoc record ONLY. TransDoc records are defined in CAMS Manager >Lookup Table Options >Table Maintenance >Reference tab >TransDoc table.

CAMS Enterprise uses the **Amounts Billed for Qualified Tuition and Related Expenses** or **Payments Received for Qualified Tuition and Related Expenses** methods of reporting. Additionally, users may make individual 1098T modifications to students' information as necessary.



Note: Please ensure that you read the complete Step-By-Step below to ensure that your 1098s are correct before you print and mail them to students.

You must first complete this process in order to export the form in an electronic format in the 1098 Export window.

Students who do not appear on the Verification List or Form are not due a 1098 as their tuition was completely paid for by scholarships.



Step-By-Step: Generate the 1098T Tax Form

1. From the **CAMS Enterprise Home** page, click **Billing >Reports Menu >1098 Form**. The **1098-T Form** window opens with the **1098 Form Criteria** tab displayed.

Figure 43: 1098 Tax Form

2. Choose the **Calendar Year to Report** (cannot be earlier than 1998). This entry will determine the data retrieved, as well as generate the dates on the 1098T form.
3. Select **First Day in Report Year**. This does not have to be the calendar year start date. This allows you to add transactions for a term that were completed before or after the Calendar Year to Report. For example, if you had taken pre-registration for the Spring 2008 term in the fall of 2007, you would need to ensure that this field encompasses the date of the transactions, such as 11/01/2007.

4. Select **Last Day in Report Year**. This is usually December 31st of the **Calendar Year to Report**.
5. Define the First Term in Calendar Year. Ensure this term has not already been reported as a future term last reporting year.
6. Define the Last Term in Calendar Year. This could be the last term of the calendar year or it could be the same as the **Terms in Calendar year that begin January thru March** field so that it is reported this cycle if they paid for the future term in the Calendar Year to Report year.
7. The Form 1098-T Adjustments to scholarships or grants for a prior year (Box 6) is calculated from amounts posted to the student ledger within the date range entered in the **Adjusted Scholarships/Grants Date From** and **Adjusted Scholarships/Grants Date To** date fields. If these fields are not populated, the **First Day in Report Year** and **Last Day in Report Year** dates are used. Only transactions using TransDocs where the **1098 Scholarship/Grant** selection is marked and where the **Term** entered on the transaction is prior to the **First Term in Calendar Year** entered on the 1098-T criteria are used for the Box 6 calculation.
8. If you wish to mark terms from the next calendar year as future terms on the form, select the appropriate term(s) from the **Terms in Calendar Year that begin January thru March 20xx**.
9. If you want the Graduate field to be checked, you must select the **Graduate is Determined by College Level** or **Graduate is Determined by GPA Grouping(s)** that will be considered graduate level. If all your students are graduate level and you have multiple College Levels or GPA Groups, you must select all College Levels or GPA Groups.



NOTE: You can use either College Levels or GPA Groupings to determine graduate levels, but not both.

10. Select specific accounts receivable types, if required, to print smaller amounts of forms at a time.
11. Set **Tuition charges to be reported** to either **Debit** or **Credit**.
12. Place a check in the box next to **Must Have SSN** to report only on students that have a Social Security Number entered in their Student Admissions Information record. Leave this box unchecked to report on all students that meet the remainder of the criteria.
13. Click the **Initiate** tab.
14. To report all students including those whose financial aid received completely covered all of their 1098 related expenses, tuition and fees do not check the **Remove Full Scholarship Students** checkbox. Check this box to report only students whose financial aid did NOT completely cover their 1098 related expenses, tuition, and fees.

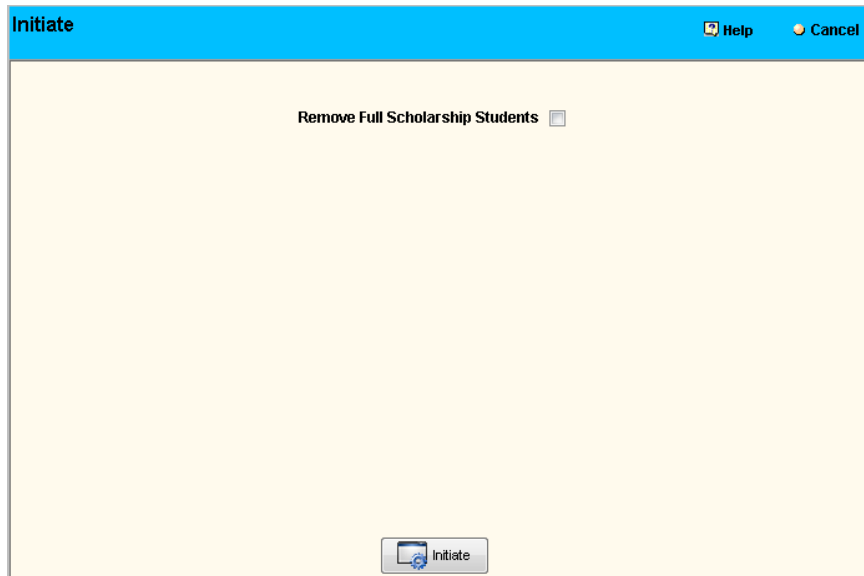


Figure 44: Initiate 1098-T Form

15. Click **Initiate** to calculate the 1098T amounts. A pop-up displays to confirm you wish to overwrite the data in the temporary holding table. Click **Yes** to overwrite the previously calculated data.
16. The **Records** tab displays. All students that meet the criteria display in the grid. To remove a record from the holding table, highlight the line in the grid and click the **Delete** button. The record is removed from the holding table and a 1098T form will not print. No record in CAMS will be changed other than the temporary holding table.

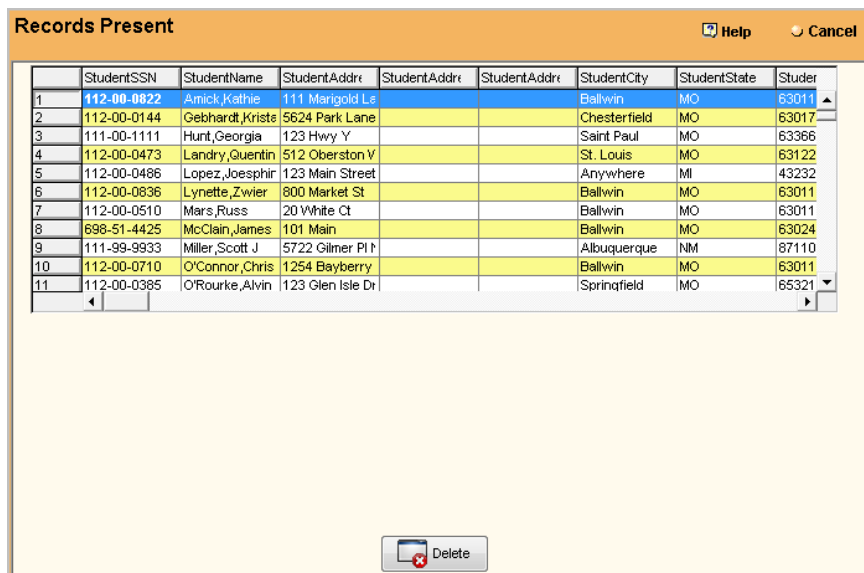


Figure 45: 1098T Form Records

17. Double-click a row to open the 1098 Detail window. Manual adjustments can be made if necessary, along with the required reason for change. These changes are audited in the database. Changes will display on the student's 1098T form. No records will be changed in CAMS.

Figure 46: 1098 Detail



Note: *Prior Year Adj is a credit adjustment (TransDoc flagged as Tuition 1098 Deductible) that occurred within the date range selected for the 1098T report but for a Term prior to the First Term in Calendar Year selected for this 1098T report. The amount is always positive. If the adjustment is a debit adjustment, then a zero amount is reported.*

Adjustments to Scholarships/Grants is a credit adjustment (TransDoc flagged as 1098 Scholarship/Grant) that occurred within the date range selected for the 1098T report but for a Term prior to the First Term in Calendar Year selected for this 1098T report. The amount is always positive. If the adjustment is a debit, then a zero amount is reported.

18. Click the **Report** tab. Select the **Verification List Report Format**, and click **Print**. The verification list displays.
19. After verifying the information, you can print the 1098 forms using the **Standard** option. This will print a form, which is acceptable to the IRS; it is not necessary to purchase 1098-T forms.
20. The **Labels 3 Across** report is used to print standard labels in conjunction with the 1098-T forms printed.

1098 Troubleshooting

If your 1098 forms or verification report are not coming out correct here are some checklist items to verify before submitting a trouble ticket.

1. Check your criteria.
 - Is your criteria correct for the year you are reporting on?
 - Calendar Year is for the correct year.
 - First and Last day in report year are correct? Now this may not be January 1 of the report year. For instance, if you had students who paid tuition in 2006 for the Spring term in 2007 and they paid it on December 15, 2006 then your first day in report year would be 12/15/2006.
 - Are the correct terms selected for the report year?
 - Is the correct term selected for the first term in the current year?

- Have you selected the correct GPA Groupings for Graduate students and are those students actually marked with those GPA Groupings on their status record?
 - Are the students marked with the correct AR Type if selected?
 - Are you reporting Debit or Credit method?
 - Are your adjustments for prior year actually dated in the prior year? If the reporting year is 2007 then those fields must have 2006 dates. Normally, because these fields are required and you may not have any adjustments, you would just put in 12/01/2006 to 12/31/2006. Do not use the whole previous year.
2. Amounts are not coming out correctly.
- Ensure that your TransDocs are marked correctly. Only one 1098 related checkbox for any TransDoc should be marked. If you find some that are not marked correctly, fix them and then rerun the 1098 reports.
 - Are the transactions themselves actually correct?

1098-T Export

To export the IRS 1098-T form in a format, which can be transmitted to the IRS electronically, you must first run the 1098-T Form in order to generate the tax data. Once this is complete, you can export the data required in the 1098-T form to a .txt (text file) format, which can then be sent electronically to the IRS. More details regarding this form can be obtained from the IRS web site in Publication 1220.



Step-By-Step: Create the 1098-T Export

1. From the **CAMS Enterprise Home** page, click **Billing> Reports menu >1098T Export**. The IRS 1098 Export window opens.
2. Enter the appropriate five-character alpha/numeric **Control Code** assigned by the IRS/MCC.
3. Enter the **Payment Year** which you are reporting.
4. Enter the **Replacement Alpha Character** ONLY if this file is a replacement. This character appears immediately following the TCC (Transmitter Control Code) on the Media Tracking Slip Form 9267, which is sent by the IRS/MCC only when files cannot be processed. Otherwise, leave this field blank.
5. If this export is **NOT** a test file, change the **Test File Indicator** default T to blank.
6. If your institution is a foreign entity, select 1 in the **Foreign Entity Indicator** field, otherwise, leave it blank.
7. Complete the **Transmitter/Company/Contact** information fields. If the Transmitter or Company name exceeds the number of characters allowed in the Transmitter and Company Name fields, use the Continuation fields provided. Any correspondence from the IRS/MCC relating to a problem with the files will be sent to the address provided in these address fields.
8. If this is a **Replacement File**, then enter the original or correction electronic file name assigned by the IRS. If this is not a replacement file, leave it blank.
9. If reporting for a prior year, select P in the **Prior Year Indicator** field. If reporting for the current year, leave the field blank.
10. Click **Initiate**. CAMS generates the records for Types A, B, and C, which may be viewed by clicking on the corresponding tabs.
11. Click the **Export** tab, and then click **Export**. A confirmation message displays with the location of the exported file.

Canadian Tax Forms

Canadian Tax Forms students may submit to the Canada Revenue Agency (CRA) are available in CAMS Enterprise, and in the Student Portal. The **Canadian T4A Form** and **Canadian T2202A Form** check boxes must be checked in CAMS Manager >CAMS Portal >Student Configuration >Student 3 tab in order to be made available on the Student Portal. These forms include the T2202A slip and the T4A slip. In addition, an XML export of T4A data that institutions may use to upload to CRA is available in CAMS Enterprise.

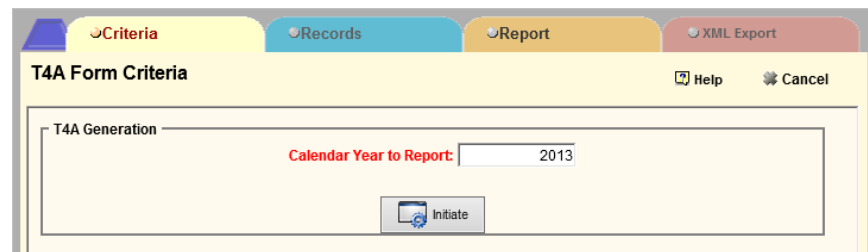
Canadian Tax Form T4A

The Canadian Tax Form T4A reports students' summed eligible scholarships received during a calendar year. Eligible scholarships are defined by checking the T4A checkbox on the appropriate scholarship TransDocs, and will be included in the T4A calculation if the transaction date is within the reported calendar year and the transactions are in the Student Ledger.



Step-By-Step: Generate T4A Slips

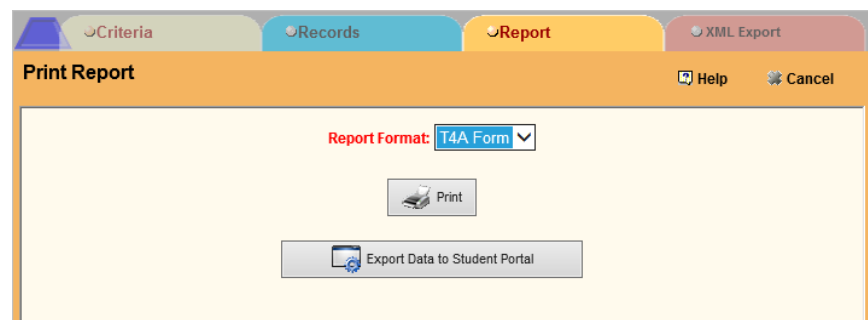
1. From the **CAMS Enterprise Home** page, navigate to **Billing >Reports Menu >T4A Form**.



The screenshot shows the 'T4A Form Criteria' dialog box. It has a title bar with 'Criteria', 'Records', 'Report', and 'XML Export' tabs. The 'Criteria' tab is active. The dialog contains a section for 'T4A Generation' with a text input field for 'Calendar Year to Report' containing the value '2013'. Below the input field is an 'Initiate' button. There are 'Help' and 'Cancel' buttons in the top right corner.

Figure 47: T4A Form Criteria

2. Enter the **Calendar Year to Report**, and then click **Initiate**. The **Records** tab displays the students to be included in the report.
3. Click the **Report** tab and select Report Format **T4A Form**, and then click **Print** if you wish to review the data prior to exporting to the Student Portal.



The screenshot shows the 'Print Report' dialog box. It has a title bar with 'Criteria', 'Records', 'Report', and 'XML Export' tabs. The 'Report' tab is active. The dialog contains a section for 'Report Format' with a dropdown menu set to 'T4A Form'. Below the dropdown are two buttons: 'Print' and 'Export Data to Student Portal'. There are 'Help' and 'Cancel' buttons in the top right corner.

Figure 48: Print Report

4. Click the **Export Data to Student Portal** button. This allows the student to click the **My Tax Forms** link from the Student Portal to display and print the

T4A slip. It is not necessary to print the T4A Slips prior to generating the data when clicking the Export Data to Student Portal button.



Note: If T4A data is exported to the Student Portal, and another data set is created by running the T4A report again for the same calendar year, the previous data set will be overwritten if you click “Yes” when the “Overwrite Data in Student Portal T4A Holding Table” confirmation message displays. To leave the original data set in place, click “No” when the confirmation message displays.



Step-By-Step: Generate T4A XML Export

1. From the **CAMS Enterprise Home** page, navigate to **Billing >Reports Menu >T4A Form**.

The screenshot shows the 'T4A Form Criteria' window. At the top, there are four tabs: 'Criteria' (selected), 'Records', 'Report', and 'XML Export'. Below the tabs, the window title is 'T4A Form Criteria'. There are 'Help' and 'Cancel' buttons in the top right. The main area contains a 'T4A Generation' section with a 'Calendar Year to Report' field containing the value '2013'. Below this field is an 'Initiate' button.

Figure 49: T4A Form Criteria

2. Enter the **Calendar Year to Report**, and then click **Initiate**. The **Records** tab displays the students to be included in the report.



Note: It is not necessary to print the T4A slips prior to generating the XML file.

3. Click the **XML Export** tab and enter the institution’s **Contact Name**, **Contact Phone**, and **Contact Email**, (required).

The screenshot shows the 'XML Export' window. At the top, there are four tabs: 'Criteria', 'Records', 'Report', and 'XML Export' (selected). Below the tabs, the window title is 'XML Export'. There are 'Help' and 'Cancel' buttons in the top right. The main area contains a 'T4A XML Export' section with three input fields: 'Contact Name', 'Contact Phone' (with a dropdown for area code and an 'ext.' field), and 'Contact Email'. Below these fields is an 'Export to XML' button.

Figure 50: XML Export

4. Click the **Export to XML** button to generate the XML file. A confirmation message displays “T4A Export saved to *the user’s document directory*\T4A_file name.xml”.
5. The T4A XML file is exported to the user’s document directory as defined in the CAMS user profile in CAMS Manager >Users >User Administration, and is now ready for upload to the CRA.

Canadian Tax Form T2202A

The Canadian Tax Form T2202A reports students' summed eligible payments on tuition received during a calendar year, as well as summed transactions and enrollment by term. Eligible transactions are defined by checking the T2202A checkbox on the appropriate TransDocs to be included in the T2202A calculation if the term associated with the transaction is within the reported calendar year and the transactions are in the Student Ledger. Institutions may report either Debit transactions (charges) or Credit transactions (payments).



Step-By-Step: Generate T2202A Slip

1. From the **CAMS Enterprise Home** page, navigate to **Billing >Reports Menu >T2202A Form**.

Figure 51: T2202A Form Criteria

2. Enter the **Calendar Year to Report**, the **Institution Code**, the **First Term in Calendar Year** and the **Last Term in Calendar Year**, and then click **Initiate**. The **Records** tab displays.



Note: All terms that fall chronologically by Term Start Date within the First Term in Calendar Year and the Last Term in Calendar Year will be included on the T2202A Slip.

Figure 52: Records Present

3. The Records Present grid displays one record per term per student when the sum of T2202A marked transactions is over \$100 for the term. The grid displays student Name and Address, Degree (from Registration >Academic >Degree window), Text Term and Student Load (from Registration Academic >Status), and Term Amount and Total Amount (sum of eligible T2202A TransDocs), along with number of Part Time or Full Time months based on Student Load.

- If desired, double-click any record in the grid to display the T2202A Detail window. You may modify the Part Time Months field, the Full Time Months field, and TransDoc Term Amount field. This change affects the T2202A record only and does NOT make changes to the actual student data. This step is not required to run the T2202A slips or to export the data to the student portal (any changes made in the detail window will be saved to the student portal).

Figure 53: T2202A Detail

- Click the **Report** tab and select Report Format **T2202A Form**, and then click **Print** if you wish to review the data prior to exporting to the Student Portal.

Figure 54: Print Report

- Click the **Export Data to Student Portal** button. This allows the student to click the **My Tax Forms** link from the Student Portal to display and print the T2202A slip. It is not necessary to print the T2202A slips prior to generating the data when clicking the Export Data to Student Portal button.



Note: If T2202A data is exported to the Student Portal, and another data set is created by running the T2202A report again for the same calendar year, the previous data set will be overwritten if you click “Yes” when the “Overwrite Data in Student Portal T2202A Holding Table” confirmation message displays. To leave the original data set in place, click “No” when the confirmation message displays.

Billing Processes

The Billing Processes window contains two separate functions:

- Charge Interest
- Generate Refunds

Charge Interest

This feature allows you to generate interest fees for unpaid balances in the student ledgers. Transactions for each interest fee created in a process will be placed in a billing batch in the Billing module.



Step-By-Step: Charge Interest

1. Click **Tools >Processes >Billing Module >Billing Process Options >Interest** tab. Complete all required fields:
 - **Inc Debit Transactions <= what date:** Supply the cut off date. CAMS will look at all Debit transactions up to and including the date entered.
 - **Inc Credit Transactions <= what date:** Supply the cut off date. CAMS will look at all Credit transactions up to and including the date entered.
 - **Select Date type:** Select either **Transaction Date** or **Creation Date** as the searched value.
 - **Inc Pending Financial Aid:** Choose to include pending financial aid if you wish to lower the student's interest payment by upcoming aid amounts.
 - **Inc Previous Interest Charge(s):** Choose to include previous interest charges if you wish a new set of charges added to all those who have previously been charged interest charges.
 - **Interest Percentage to Use:** Define the interest percentage; use .05 to indicate 5 percent.
 - **Batch Posting Term:** Define the term to which the batch will be posted.
 - **Batch Transaction Date:** Define the date to use for each interest charge transaction for the generated batch file.
 - **Interest Transaction Doc:** Select the appropriate TransDOC to be used for the interest charge transactions that are created during this process.
2. If desired, select the appropriate **Billing Category** assigned to transactions to be included in the interested calculations. For example, if Tuition were selected, only transactions marked with AR Type Tuition would be calculated for interest.
3. Define a **Minimum Balance to Evaluate** amount (optional) if you wish to exclude interest calculations for students with an overall balance that is less than the amount defined.
4. Click the **Process/Export** button to create an export file, or **Process/Print** to display a report of your results. Regardless of the option selected, CAMS will send the items to the billing batch.

Generate Billing Refunds

Use this feature to create refund transactions for students with credit balances on their accounts. The process will create a billing batch to be reviewed and posted to the student ledgers.



Step-By-Step: Generate Billing Refunds

1. Click **Tools >Processes >Billing Module >Billing Processes** to open the Tools Billing Process Options window.
2. Click the **Refunds** tab.

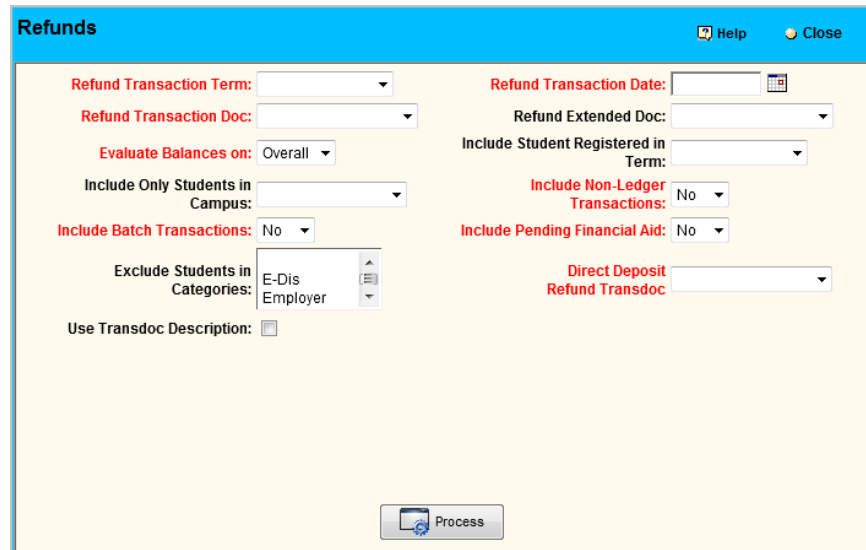


Figure 55: Billing Refunds

3. Choose the **Refund Transaction Term**. The term value includes the running balance of all transactions up to and including that term.
4. Define the **Refund Transaction Doc** to be generated; since 1) this will zero-out the student's credit balance, this should be a Debit Transaction Type and 2) since it will be used in order to generate a check in your accounting program, it should be defined with a "Y" definition in the Accounts Payable field.
5. Determine if balances should be evaluated on a Term basis or Overall basis. Choose Term to evaluate based on a running balance up to the Term selected; choose Overall to evaluate based on all terms, even those beyond the Term selected.
6. (Optional) If you want to work with student accounts from a specific campus, identify that Campus from the drop-down list.
7. Select whether or not you wish to include Batch Transactions.
8. (Optional) Select Billing categories in **Exclude Students in Categories**; students with these Billing categories will not be identified for refunds.
9. (Optional) To use the TransDoc Description for all refund transactions in this process, place a check in **Use Transdoc Description**. Leave this unchecked to automatically use "Student Refund" as the description for all refund transactions regardless of the Description entered in the TransDoc.

10. Enter the **Refund Transaction Date** to be used for the refund transactions that are created.
11. (Optional) Select an Ext. Document from the **Refund Extended Doc.** field; this lookup value defines the nature of the transaction and provides a user-defined flag for check writing purposes.
12. (Optional) If you only wish to work with students registered in a specific Term, identify that Term.



Note: If **Include Student Registered in Term** is not populated AND **Include Only Students in Campus** is populated, CAMS will determine the Campus from the latest Student Status record.

13. Indicate whether you will include Non-Ledger transactions, which reside on the students Non-Billing tab in the student ledger.
14. Select whether or not to **Include Pending Financial Aid**. Including Pending Financial Aid will use any transactions in the Student's Financial Aid Maintenance that have not been sent to Billing when calculating refunds.
15. Define the **Direct Deposit Refund Transdoc** to be generated. This field will only be available if you are utilizing Direct Deposit and the **Enable Bank Interface** is enabled in CAMS Manager >Configuration >Billing tab. This TransDoc will be used for refund transactions where students have been set up as Direct Deposit (see **Direct Deposit List** section of this document) and can be the same or different TransDoc as used in the **Refund Transaction Doc** field. Since 1) this will zero-out the student's credit balance, this should be a Debit Transaction Type and 2) since it will be used in order to generate a check in your accounting program, it should be defined with a "Y" definition in the Accounts Payable field.



Note: Direct Deposit and the **Enable Bank Interface** functionality works directly with Herring Bank. You must first contact Unit4 Education Solutions, Inc. and then your bank in order to have everything configured correctly on your site prior to enabling the Bank Interface.

16. Click the **Process** button to immediately generate the transactions in a Billing Batch. Access the newly created batch in the Billing Batch window to view, edit and distribute refunds to student ledgers.

Late Payment Fees

The Late Payment Fees window is used to produce Late Payment Fees statements for students. Late Payment Fees are charged to students for not making monthly payments or not making at least the minimum monthly payment on billing balances. This process should typically be run once a month. Once the statements have been run, they should be saved to a historical table so that CAMS can determine during the next Late Payment Fees process whether a payment has been made since the last statement.

- Generating Late Payment Fees consists of four steps:
- Define statement options
- Check/post fines
- Define additional Late Payment Fees new statement options
- Generate report and save statements to History table

Late Payment Fees Student Selection

The first step to generate late payment fees statements is to select the students who will receive these statements. This is determined by entries defined in the Options (Statement Options) tab of the Late Payment Fees window.



Note: The first time Late Payment Fees is run, a baseline must be established and saved to the database. Monthly should be selected in the Select Options drop-down and Check/Post Fines should **NOT** be done from the Fines tab. This first time process is used to build and save a baseline to the database. Subsequent runs will be used to generate fines and billing statements.



Step-By-Step: Late Payment Fees Student Selection

1. Click **Tools >Processes >Billing Module >Late Payment Fees** to open the Late Payment Fees Statement Options window.

The screenshot shows the 'Statement Options' window with the following fields:

- Required Entries:**
 - Select Options: Monthly
 - Statement Source: Ledger Only
 - Show Statement Detail: Transaction Date
 - Show Pending Awards: No
 - Statement Format: Standard
- Detail Transaction Definition:**
 - Detail Date From: [] To: []

Figure 56: Statement Options Criteria

2. Provide values for all of the required entries.

3. Select options. Determine whether you will be generating statements for **one** of the following:
 - **Monthly** All students that meet one of the following two criteria:
 - They have billing/batch transactions dated between the detail dates (all balance types included)
 - They have an overall debit balance and do not have transactions in the detail date range
 - **Multiple** Any students having transactions within the detail date range. Selecting Multiple will display an additional field, Student Fine Transdoc. Select the Transdoc used for student late fees in order to exclude those transactions from the Late Fee calculations; meaning you will not be compounding the late fees.
 - **Show Statement Detail:** Transaction Date is the effective date that was either entered at the time the transaction was created or when the transaction was distributed from the Billing Batch.
 - **Show Pending Awards:** Indicate whether or not to include pending financial aid. If "Yes" is selected, CAMS will include awards from the students' Financial Aid Ledger. Pending Awards are those awards that have not yet been transferred to the billing batch.
 - **Statement Format:** Standard (New) is the basic statement displaying credit/debit transactions, and includes previous balances, totals, and subtotals.
 - **Statement Source:** Identify whether transactions will come from the student billing ledger only or whether batch transactions will be included as well.
 - Select the **Detail Transaction Definition** date range. Only transactions within the specified range will be included.
 - If Pending Financial Aid is to be displayed on the statement, select the term range of aid to be included. (This field only appears if Yes was selected in the Show Pending Awards field.)
4. When all options have been defined, click the **Fines** tab to continue the process. If this is the first time running the Late Payment Fees task in order to establish and save the baseline to the database, skip to the Information tab.

Adding Fines

The second step is to generate fines for late and nonpayment. The **Fine Options** window is used to select TransDocs for late payment fines and for student payments. The **Check/Post Fine** process posts fines and non-payment of charges to the statements prior to printing.



Step-By-Step: Adding Fines

1. Click the **Fines** tab to open the **Fine Options** window. If this is the first time running the Late Payment Fees task in order to build and save a baseline, skip to the Information tab.

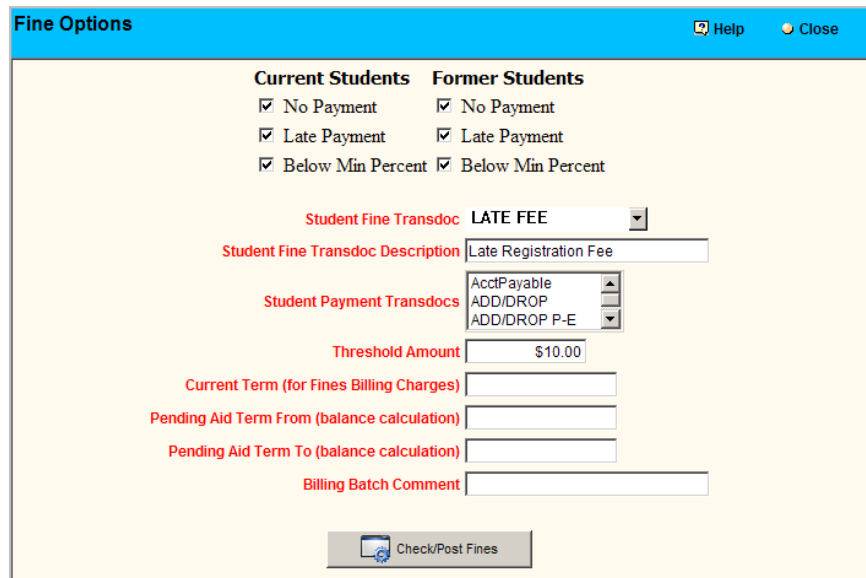


Figure 57: Fine Options

2. Select the following check boxes as appropriate.

Current Students

- **No Payment:** Payment not yet received
- **Late Payment:** Payment received after the date considered late
- **Below Min Percent:** Payment received but below minimum percentage required

Former Students

- **No Payment:** Payment not yet received
- **Late Payment:** Payment received after the date considered late
- **Below Min Percent:** Payment received but below minimum percentage required.

3. Provide values for all of the required entries
 - **Student Fine TransDoc:** This is the TransDoc used for the late payment fine
 - **Student Fine TransDoc Description:** Description is automatically populated based on the TransDoc selected. This description appears on the statement
 - **Student Payment TransDocs:** Used for student payment amount, more than one may be selected
 - **Threshold Amount:** Amount in dollars below which the student will not be charged a late fee
 - **Current Term:** (for Fines Billing Charges): Current term
 - **Pending Aid Term From** (balance calculation): Term Pending Aid starts
 - **Pending Aid Term To** (balance calculation): Term Pending Aid ends
 - **Billing Batch Comment:** Required comment. The fines TransDocs accumulate in a Billing Batch. Billing Batches may be searched for information in the comment field
4. Click **Check/Post Fines** to ensure that fines and notes for non-payment of last month's minimum are posted and will appear on the statements.



Note: *Check/Post Fines on the Fines tab must be run before printing statements UNLESS this is the first time the process is run in order to establish a baseline. The fine check determines the notes to be printed on the statement. If it is not run, you may have incorrect/missing notes on the statement that pertain to last month's activity (whether student made minimum payment).*

Late Payment Statement Generation

The third step is to identify the Statement Information criteria including dates and dollar amounts that appear on the statements.

The fourth step is to save the statements to a History table so CAMS can determine whether payments have been made in between this month and next month when the Late Payment Statements are generated again.



Step-By-Step: Late Payment Statement Generation

1. Click the **Information** tab to open the **Statement Information for new statements** window.

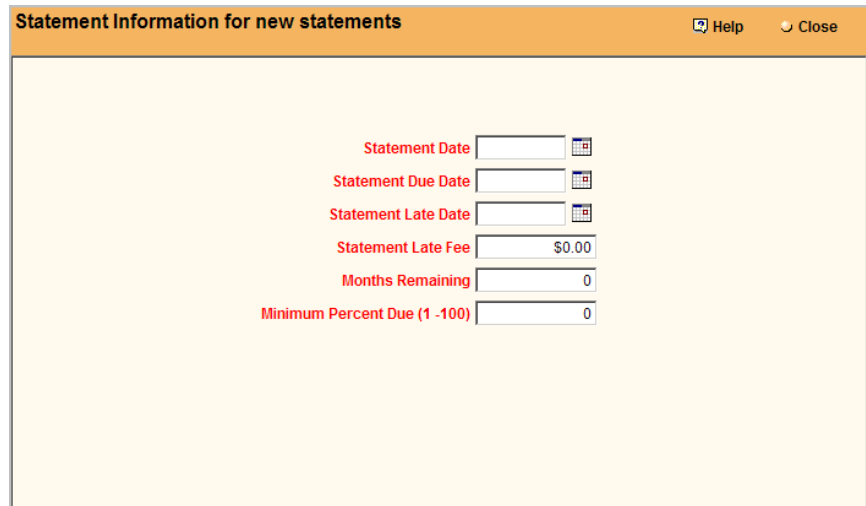


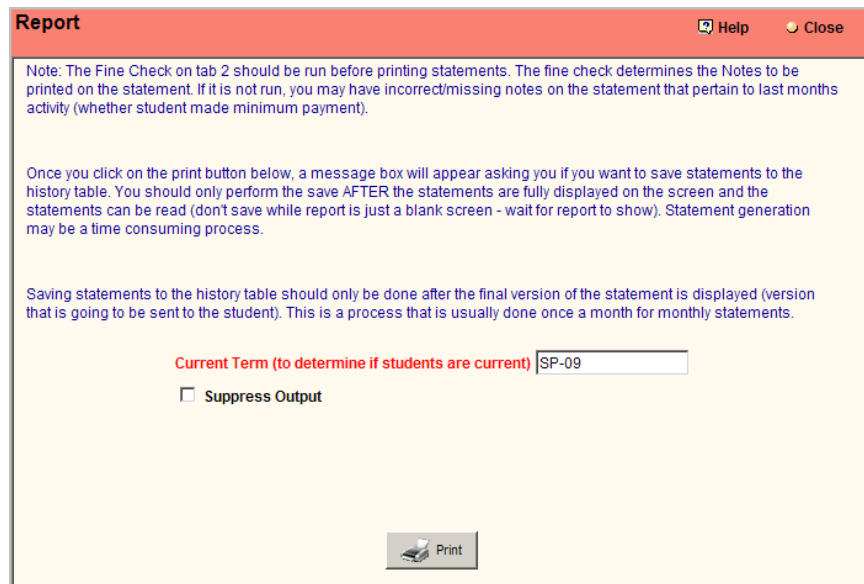
Figure 58: Statement Information for new statements

2. Provide values for the required entries.
 - **Statement Date:** Date of the Statement
 - **Statement Due Date:** Date statement begins to reflect transactions that affect student's account
 - **Statement late date:** Date that payment is considered late
 - **Statement late fee:** Dollar amount of late fee
 - **Months Remaining:** Number of months remaining for payments
 - **Minimum Percent Due (1-100):** Minimum percent due on account



Note: The *Months Remaining* and *Minimum Percent Due* fields are used to calculate the minimum amount due. The formula used is the *Overall Total* from the student's statement multiplied by the **Minimum Percent Due** divided by the **Months Remaining**.

3. Click the **Reports** tab to open the **Report** window.



Report Help Close

Note: The Fine Check on tab 2 should be run before printing statements. The fine check determines the Notes to be printed on the statement. If it is not run, you may have incorrect/missing notes on the statement that pertain to last months activity (whether student made minimum payment).

Once you click on the print button below, a message box will appear asking you if you want to save statements to the history table. You should only perform the save AFTER the statements are fully displayed on the screen and the statements can be read (don't save while report is just a blank screen - wait for report to show). Statement generation may be a time consuming process.

Saving statements to the history table should only be done after the final version of the statement is displayed (version that is going to be sent to the student). This is a process that is usually done once a month for monthly statements.

Current Term (to determine if students are current) SP-09

Suppress Output

Print

Figure 59: Report

4. Enter the **Current Term** (to determine if students are current or former).
5. Check the box for **Suppress Output** to prevent statements printing. Use this if you are establishing a baseline or if you wish to print statements from the Billing module instead of from the Late Payment Fees task.
6. Click **Print** to generate and display Late Payment Fees Statements. If you click **Print** but did not run the Fine Check, a message appears asking if you want to check now. Click **Yes**, and then return to the Fines tab. It is important to run the fine check process before generating statements in order to determine what appears in the statement notes.



Note: If you are running this process for the first time in order to establish a baseline, click **No** on this message; do not run the Fine Check when establishing a baseline.

7. Once you click **Print**, a message box appears asking you if you want to save statements to the history table. You should only perform the save AFTER the statements are fully displayed on the screen and the statements can be read (don't save while report is just a blank screen - wait for report to show). The Save statements to history table message is quickly covered over by a blank Crystal Reports screen and then by the actual reports. This message can be retrieved by minimizing the Crystal Reports screen. The Save Statement generation may be a time-consuming process. Saving statements to the history table should only be done after the final version of the statement is displayed (version that is going to be sent to the student). This will allow CAMS to determine whether payments have been made in between this month and next month when the Late Payment Statements are generated again. If **Suppress Output** was checked, you **MUST** wait for the Crystal Reports window to open before saving to the history table. Even though no statements are generated, the Crystal Reports window will open with a message that the function was completed.



Note: Not saving the late payment statements to the History table could result in inaccurate results the next time this process runs.

Direct Deposit

With Direct Deposit, institutions can deposit funds directly into students' accounts utilizing Herring Bank, for those students who have an overall credit balance on their account. This eliminates the need to write and distribute a check to the student. Debit ID cards can then be issued by the bank to the student for these funds.

Once the Direct Deposit List function in Tools has been run to retrieve the list of students who have been set up for direct deposit, you can run the Generate Billing Refunds process in Tools to create a billing batch with refund transactions. From Billing Batch refund transactions are posted to the bank and a direct deposit response file confirming the deposits is retrieved. **Enable Bank Interface** must be enabled in CAMS Manager >Configuration >Billing tab.



Note: Direct Deposit and the **Enable Bank Interface** functionality works directly with Herring Bank. You must first contact Unit4 Education Solutions, Inc. and then your bank in order to have everything configured correctly on your site prior to enabling the Bank Interface.

Direct Deposit List

The first step in the Direct Deposit process is to retrieve the direct deposit list from the bank. This process will set the students in the bank's list as Direct Deposit in CAMS Enterprise.



Step-By-Step: Direct Deposit List

1. Click **Tools >Processes >Billing Module >Direct Deposit List** to open the Direct Deposit List window.

SFTP Address	ftp.yourbank.com
Remote Directory	yourdirectory\
Remote File Name	DirectDepositList.bt
Remote sFTP User Name	username
Remote sFTP Password
Local File	DirectDepositList

Figure 60: Direct Deposit List Initiate tab

2. On the **Initiate** tab, enter the values as provided by your banking institution. Once entered, these values will be retained between sessions. Note that the **Remote Directory** field must have the trailing backslash (\) at the end.

- Click **Initiate**. CAMS Enterprise will connect to your banks FTP site to retrieve the direct deposit list. The Records tab displays with the results.
- The **Records to be imported** grid lists those students who are authorized for direct deposit with the bank. The **Records that cannot be imported** grid displays those students that have invalid StudentID's. These could have been changed in CAMS Enterprise or the bank may have incorrect information; you must contact your banking institution to resolve these issues. You can continue with this process at this time and run the process again after resolving the issues for the records that cannot be imported.

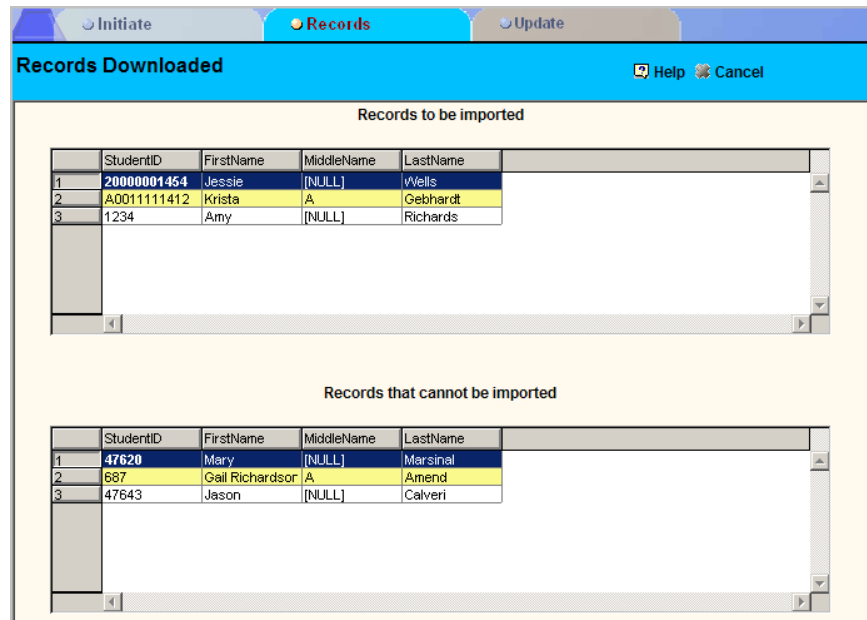


Figure 61: Direct Deposit List Records Downloaded

- After reviewing the list of students, on the **Update** tab, click **Import**.
- A pop-up will display indicating that this will mark the students listed in the **Records to be imported** grid on the Records tab as Direct Deposit in the Student table. All other students in the Student table will be unmarked as Direct Deposit thus keeping the direct deposit list up to date with your banking institution.
- Click **Yes** to continue processing or **No** to cancel this action.

Post Direct Deposit

After generating refunds for Direct Deposit students (see **Generate Billing Refunds** in this document), the funds can be deposited in the students' accounts directly from the Billing Batch.



Step-By-Step: Post Direct Deposit

1. From the **CAMS Enterprise Home** page, click **Billing >Batch**. The Billing Batch window opens.
2. Determine which batch will be posted to direct deposit and highlight that batch in the data grid. It is highly recommended that you first print an edit list to verify the accuracy of the batch entries. Do so by clicking the **Print** button in the Billing Batch window.

The screenshot shows a window titled "Billing Batches" with a table of data and a set of action buttons at the bottom. The table has columns for BatchName, UserID, Campus, Comment, NumTransact, and ModuleName. The fifth row is highlighted in blue.

	BatchName	UserID	Campus	Comment	NumTransact	ModuleName
1	Registration	SYSTEM	Main	System Defined Registration Batch	886	REGISTRATION
2	Preregistration	SYSTEM	Main	System Defined Pre-Registration Batch	1,019	REGISTRATION
3	Cohort-Registration	System	Main	System batch for cohort registration	2	REGISTRATION
4	Application Fees	SYSTEM	Main	System Defined Application Fees Batc	131	ADMISSION
5	2009-02-27B	DENNISW		Billing Processes Refund Generation 2	18	BILLING

Buttons: Distribute, Refresh, Add, Print, Delete, Post Direct Dep, Direct Dep Resp

Figure 62: Billing Batch Direct Deposit Refunds

3. Click the **Post Direct Dep** button to send the direct deposits to your bank's FTP site. Click **Yes** on the confirmation pop-up or **No** to cancel this action. Only students with direct deposit and debit transactions will be sent.



Note: The **Post Direct Dep** and **Direct Dep Resp** buttons will only be available if the **Enable Bank Interface** has been enabled in CAMS Manager >Configuration >Billing tab. Direct Deposit and the **Enable Bank Interface** functionality works directly with Herring Bank. You must first contact Unit4 Education Solutions, Inc. and then your bank in order to have everything configured correctly on your site prior to enabling the Bank Interface.

- Click **OK** on the confirmation that the direct deposit was sent to the bank. The **Billing Batch Direct Deposit List** report displays. It is recommended that you print or export this report for future reference. You cannot post direct deposit transactions multiple times. If a user tries to post a batch a second time a pop-up message indicates there is nothing to post.
- The batch should not be distributed to the student ledger until the Direct Deposit Response has been processed.



Note: Do not post another direct deposit until you process the Direct Deposit Response for the previous post. This will avoid overwriting the direct deposit response file placed in your directory on the banks FTP site. Direct Deposit Response

After the bank processes the direct deposit, a comma delimited file is placed in your directory on the banks FTP site. This is an automated process from the bank and typically happens within a short period. This file is necessary to process the Direct Deposit Response.



Step-By-Step: Direct Deposit Response

- From the **CAMS Enterprise Home** page, click **Billing >Batch**. The Billing Batch window opens.
- Click the **Direct Dep Resp** button. The Direct Deposit Response login/detail window opens.

Figure 63: Direct Deposit Response login/detail



Note: The **Post Direct Dep** and **Direct Dep Resp** buttons will only be available if the **Enable Bank Interface** has been enabled in CAMS Manager >Configuration >Billing tab. Direct Deposit and the **Enable Bank Interface** functionality works directly with Herring Bank. You must first contact Unit4 Education Solutions, Inc. and then your bank in order to have everything configured correctly on your site prior to enabling the Bank Interface.

- Enter the values as provided by your banking institution. Once entered, these values will be retained between sessions. Note that the **Remote Directory** field must have the trailing backslash (\) at the end.

4. Click **Initiate**. The Direct Deposit Response report displays with a response (Y or N) to indicate whether the transaction was deposited successfully into the students' accounts. It is recommended that you print or export this report for future reference.
5. Close the report window. A pop-up displays with the option to delete the Billing Batch transactions where Direct Deposit failed. If you choose not to delete the failed transactions, you must deal with these refunds in a manner other than the Direct Deposit such as write and distribute a check for these transactions as you normally would. If you choose to delete the failed transactions, the student will still have a credit on their account.
6. After the Direct Deposit Response has been confirmed, this batch can be distributed as desired.

Index

1098	
Deductible	19
1098 Deductible	52
1098 Missing Students	53
1098 Refunds/Reimbursements	52
1098 Scholarship/Grant	52
1098 Setup	52
1098 TransDocs	52
1098 Troubleshooting	56
1098T	
Amounts Billed for Qualified Tuition and Related Expenses	7
1098T Form	53
Accounts Payable	6
ACH Payments in Batch Transactions	20
Adding Fines	68
Address Billing	12
Aging	26
Aging Reports	28
Altering Payment Plan	50
Application Fees	16
AR Type	19, 24
Authorization	30
Authorize	31, 36
Bank Interface, Enable	72
Batch Balances	32
Batch Distribution	23
Batch Entries	18
Batch Summaries	21
Batch Transaction ACH Payment	20
Batch Transaction Credit Card Payment	20
Batch Transactions Deleted	24
Batches, View/Add	33
Billing Address	12
Billing Batch	
Create	16
Billing Batch Names	16
Billing Cashier's Entry	32
Billing Import	38
Billing Ledger	12
Billing Refunds	64
Billing Reports	13
Billing Setup	4
Billing Statements	
Student	25
Billing Transactions	12
Billing User Defined fields	13
CAMS Manager	
Configuration	4
TransDoc	5
Canadian Tax Form T2202A	61
Canadian Tax Form T4A	59
Cashier's Entry	32
Charge Interest	63
Collection Statements	25
Combined Schedule Statement	26
Create a Transaction	18
Creation Date	26
Credit Card Payments in Batch Transactions	20
Debits and Credits in CAMS	4
Delete	31, 36
Delete Batch Transactions	24
Description	6, 19
Detail Transaction Definition	26
Direct Deposit	72
Direct Deposit List	72
Direct Deposit Response	75
Direct Deposit, Post	74
Edit List Batch	37
Effective Date	26
Extended Doc	19
Form	26
General Ledger	
Posting	10, 41
Generic Billing Import	38
Interest, Generate	63
Late Payment Fees	66
Late Payment Fees Student Selection	66
Late Payment Statement Generation	70
Ledger	
Billing	6, 10
Non-Billing	6, 10
Ledger Balances	32
Monthly Statements	25
Multi-Term	26
Non Billing Transactions	12
Non-Student Billing Ledger	14
Non-Student Transactions	21
Opposing Account	6, 7
Past Due Letter	26
Payment Plans	42
Active	44
AllowPriorBalanceRollover	44
Applying	42
Approval Required	44
Delete	44
Down Payment Required	44
Frequency Required	44
Grace Period	44
Interest Required	44
Maintenance	47
Number of Payments	44
Payment Detail	49
Schedule	49
Setup	42
TransDocs	45
Type Fees	46
Type Setup	42
Post Direct Deposit	74
Post to General Ledger	41
PostInDetail	7
Pre-Registration	16
Authorization	30
Print Batch	37
Recalculate	31, 36
Reference #	19

Refunds.....	64	Importing Generic Billing Transactions.....	40
Registration.....	16	Late Payment Fees Student Selection.....	66
ReportFlag.....	6	Late Payment Statement Generation.....	70
Reports.....	36	Post Direct Deposit.....	74
Required Fields.....	18	Post to General Ledger.....	41
Restrict User Billing Batch Dist/Delete to Self Created Batches.....	17	Print a Student Billing Statement.....	25
Show Pending Awards.....	26	Print Batch Edit List.....	37
Standard.....	26	Void a Transaction.....	13
Statement Format.....	26	Student Billing Ledger.....	12
Statement Source.....	26	Student Billing Reports.....	13
Statements.....	36	Student Billing Statements.....	25
Step-By-Step		Student Billing Transactions.....	12
1098-T Export.....	58	Student Status.....	13
Add a Batch.....	34	Summary of Batches.....	21
Add Or Modify A Payment Plan Qualifying TransDocs.....	45	Summary of TransDocs.....	22
Add Or Modify A Payment Plan Type.....	43	Super User.....	17
Add or Modify Batch Transaction.....	34	Transaction Flow	
Adding Fines.....	68	Summary.....	11
Alter Student's Payment Plan.....	50	Transactional Flow	
Assign A Payment Plan To A Student.....	47	Diagram.....	8
Associate Fees With Payment Plan Types.....	46	Transactions	
Authorize Pre-Registration.....	30	And Billing Batch.....	16
Authorize/Recalculate/Delete Unofficially Registered Courses.....	36	Create.....	18
Charge Interest.....	63	Creating Batch.....	18
Create a Billing Batch (Manually).....	17	Distribute.....	9
Create a Transaction.....	18	Posting.....	10
Direct Deposit List.....	72	Transfer to Billing.....	9
Direct Deposit Response.....	75	Transactions Deleted From Batch.....	24
Distribute a Batch.....	23	Transactions for Non-Students.....	21
Generate Aging Reports.....	28	TransDoc.....	5
Generate Billing Refunds.....	64	TransDoc Setup.....	5
Generate T2202A Slip.....	61	TransDoc Summaries.....	22
Generate T4A Slips.....	59	Troubleshooting 1098s.....	56
Generate T4A XML Export.....	60	Unofficial Registration.....	36
Generate the 1098T Tax Form.....	53	User Defined.....	12
		User Defined fields for Billing.....	13
		Voided Batch Transactions.....	24