SONISWEB®

Scholastic ONline Information System for the Web

Financial Record-keeping & Billing

SONISWEB® keeps extensive financial records. This text describes the entry of and change to these records. Although it is not an accounting system, it provides several financial reports, connects directly to The Financial Edge® accounting system, and can export journal entries to other accounting systems.

Billing is especially complex in academic institutions. See the background and processes starting on page 78.

This text starts with **navigating** the functions on page 5, then provides a **quick reference** on page 7 through 74, and dives into the **details** starting on page 75. To see the **changes** in this edition look on page 4.

June 2006

RJM Systems, Inc.

Table of Contents

(FinancialRecord-keepingBilling.doc - 07/18/06 3:07 PM)

NEW IN THIS EDITION

June 2006 Enhancements

- Correction: it's ELM not EML, see pages 21 and 37.
- "Financial Aid Report", page 27 that references the "Financial Aid" manual.
- Update for the new Financial Aid record, page 28.
- Reminder to run Post to Billing before running Post to Accounting, page 42.
- Note on incorporating custom receipts in "Post Transaction and Print Receipt for an Individual", page 51.

May 2006 Enhancements

- Support for The Financial Edge®, MIPS, and Great Plains accounting system interfaces; see "Post (Export) to Accounting System" on page 42 and "Check Refund" on page 67.

March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial, page 5.
- Figure 124 Login Displays and Figure 125 Typical SONISWEB® Page, page 82.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. Those have "(RB)" following their names as seen in Figure 2. The older Crystal Reports™-Enterprise reports (without the "RB") are still available in most cases.
- Most of the functions (Figure 2) have been enhanced.

RELATED FINANCIAL MANUALS

Not all financial functions are in this manual. See these financial manuals for their specialized uses:

"Clearinghouse: Exporting for the National Loan Student Clearinghouse" (Clearinghouse.pdf)

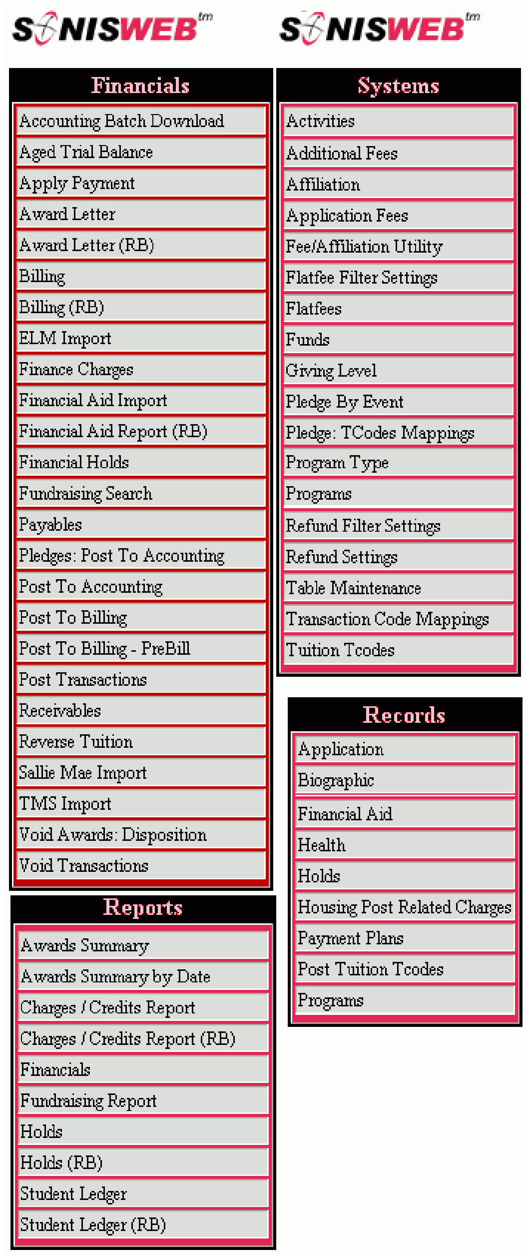
"Development and Fund Raising" (DevelopmentFundRaising.pdf)

"Financial Aid" (Financial Aid.pdf)

"Form 1098-T Processing" (IRS1098T.pdf)

NAVIGATING THE FUNCTIONS

• Figure 1 Toolbar[1] for those with User-ID access



Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user is defined by:

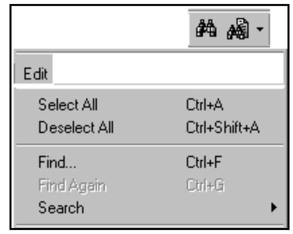
1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. <u>One</u> profile covers all the people in each staff category.
2. The <u>individual</u> **limits** specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.

After clicking **Financials**, **Systems**, **Reports**, or **Names** in Figure 1 you get <u>one</u> of the selections shown in Figure 2.

[1] You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

WHAT DO YOU WANT TO DO?

- The functions, reports, and tables are in alphabetical order in the “Table of Contents” on page 2.
- Details of the relationships among financial records start with “Bill Posting Options” on page 75.
- If you don’t see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search[2] by word or phase.



• Figure 3 Adobe® Find and Search

Diagnosing and Fixing Problems

See the text “Messages, Errors, and Diagnosis”.

Setting Your Browser for Proper Function and Security

Internet Explorer[3] (IE), Firefox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

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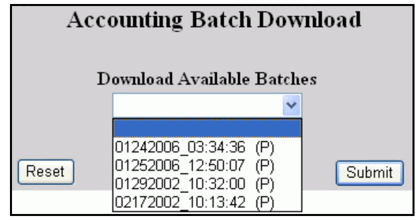
[2] If you’re unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

[3] Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

QUICK REFERENCE

Accounting Batch Download

Click **Financials** (Figure 1) then Accounting Batch Download (Figure 2) to get Figure 4.

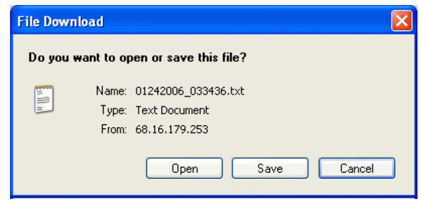


• Figure 4 Accounting Batch Download

First you establish the batches using "Post (Export) to Accounting System", page 42. Those batches have a "(P)" for Posted as you see in Figure 4.

Then you can pick the batch you want to download as a file in Figure 4.

Click the Submit button. Your browser prompts you with a display like Figure 5.



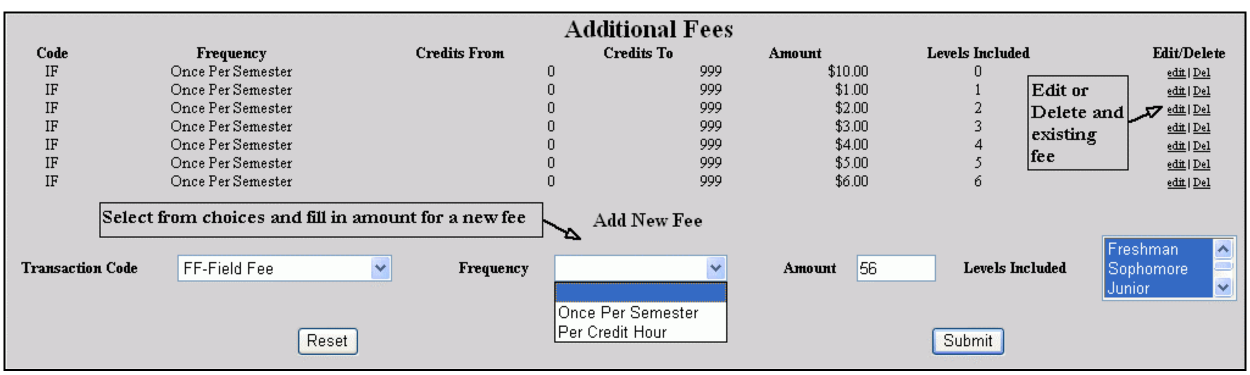
• Figure 5 Download Prompt

Make your choices in Figure 5. You'll get questions about where you want the file placed, progress messages, etc.

The file is in comma-separated (CSV) format with an entry and a comma for each field in Figure 108 on page 70.

Additional Fees

Click **Systems** (Figure 1) then Additional Fees (Figure 2) to get Figure 6.



• Figure 6 Additional Fees

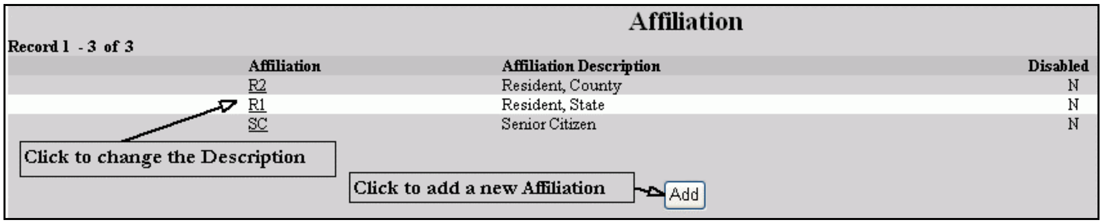
Follow the guidance in Figure 6. To pick multiple levels (class-years) for a fee, see Figure 127 on page 83.

For more information on how Additional Fees fit into the fee structure, see "Sources of Financial Transactions" on page 79.

Affiliation Code Setup

Affiliation fees are assigned as course fees[4] and flat fees (page 33). Examples are "Resident", "County Resident", "Affiliated College", and "Contributor employee".

Click **Systems** (Figure 1) then Affiliation Fees (Figure 2) to get Figure 7.



• Figure 7 Affiliation Code List

Follow the guidance in Figure 7 to change or add an affiliation code.

To change a large number of fees for courses, use the "Fee-Affiliation Utility" on page 22.

[4] Assignment to a Course is shown in "Tuition calculations" on page 79 and the SONISWEB® manual "Course & Section Processing".

Aged Trial Balance

This is a simple list on your display of all students and their balances aged as shown in Figure 8.

Click **Financials** (Figure 1) then Aged Trial Balance (Figure 2) to get Figure 8.

Aged Trial Balance

Student	90+	60-90	DAYS 30-60	30	Balance
Abbott , Lou 333333334	$0.00	$3,774.33	$2,303.00	$0.00	$6,077.33
Adams , Amy 000000000	$12,937.21	$1,200.00	$2.00	$0.00	$14,139.21
Adams , Morticia 312115555	$1,016.33	$172.00	$2.00	$0.00	$1,190.33
Adams , Oscar 111111111	$781.33	$0.00	$2.00	$0.00	$783.33
Addams , Jane AD3867728	$977.00	$0.00	$0.00	$0.00	$977.00
Alberts , Albert AL1505660	$903.00	$0.00	$0.00	$0.00	$903.00
Albertson , Alan AL8749752	$977.00	$0.00	$0.00	$0.00	$977.00
Algonican , Edgar 444444444	$977.00	$0.00	$0.00	$0.00	$977.00
Allen , Alan AL3215267	$0.00	$0.00	$0.00	$0.00	($998.00)
Anderson , Anna AN8321568	$2,053.71	$2,100.00	$0.00	$0.00	$4,153.71
Applegate , Cynthia 909090909	$977.00	$8,319.50	$0.00	$0.00	$9,296.50
Arronson , Jacob 000000542	$977.00	$0.00	$0.00	$0.00	$977.00
Avery , Alice AV8453873	$977.00	$0.00	$0.00	$0.00	$977.00
Bellows , Wendy BE2253076	$10.00	$0.00	$2.00	$0.00	$12.00
Bendix , William BE4557075	$0.00	$0.00	$2.00	$0.00	$2.00
Benson , Paul PB2222222	$967.00	$0.00	$0.00	$0.00	$967.00
Bird , Jay 060606060	$977.00	$0.00	$0.00	$0.00	$977.00
Black , Gray BL7777777	$977.00	$0.00	$0.00	$0.00	$977.00
Black , Nicholas BL1090677	$977.00	$0.00	$0.00	$0.00	$977.00
Black , Organce BL6666666	$977.00	$0.00	$0.00	$0.00	$977.00
Black , White BL8732239	$977.00	$0.00	$0.00	$0.00	$977.00

• Figure 8 Aged Trial Balance Display

This list includes everyone with outstanding charges, so it can be very long. To see the detailed information on a person's financial state, use "Receivables" (page 54).

Application Fees

Click **Systems** (Figure 1) then Application Fees (Figure 2) to get Figure 9.

• Figure 9 Application Fees List

At the top of Figure 9 are the existing fees. Click edit on the right to change the fee. Click Del to delete it if it has not been used.

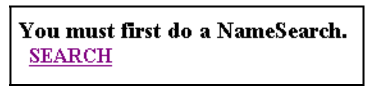
At the bottom of Figure 9 you can select another transaction (Fee) code, enter an amount and click the Submit button to add a new fee. The new fee will appear at the top of Figure 9.

Apply Payments

You receive and record payments using "Post Transactions" on page 48. Some payments can be applied only to specific charges. For example, a payment from a scholarship may be restricted to tuition charges only. It may not be used for housing, books, or other fees. Apply Payments lets you designate what a payment is applied to.

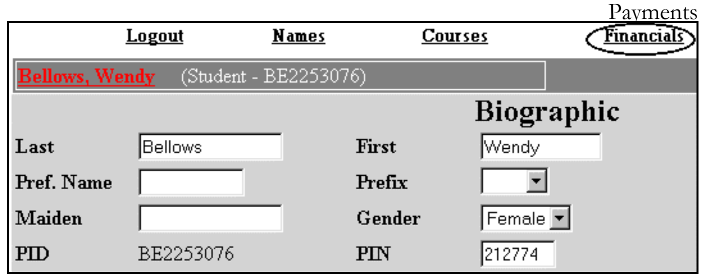
Click **Financials** (Figure 1) then Apply Payments (Figure 2) and you see either Figure 10 or Figure 12.

You apply payments for one person at a time. If you did not select that person before you clicked Apply Payments, you get Figure 10 which invites you to select the person.



• Figure 10 Name Search Prompt for Apply Payments

Click SEARCH in Figure 10. You are taken to the Name Search display where you enter the ID or the name of the person you need. Once you have selected that person, you will see one[5] of that person's records as illustrated in Figure 11.



• Figure 11 Portion of a Biographic Record

Click **Financials** at the top of Figure 1. That gives you Figure 2. Click Apply Payments in Figure 2 again. That yields Figure 12.

If you selected the person before clicking Apply Payments, you see Figure 12 without going through the search process above.

[5] Which record you see depend on what the administrator set up in the profile. Usually it is the Biographic, Address, or Courses record.

At the top of Figure 12 are the outstanding invoices. At the bottom are the payments that you will apply.

Invoices are charges that are described in "Sources of Financial Transactions" (page 79). Typically registration creates one invoice with multiple charges. You can see those multiple charges by clicking the underlined "Invoice Balance" in Figure 12. Each individual financial transaction that make up the invoice total is shown.

Abbott, Lou (Student - 333333334)

Apply Payment

Invoices

Invoice Number	Campus	Total Charges	Total Payments	Invoice Balance
CA200	ASN001	$2.00	$0.00	$2.00
CA22	ASN001	$3.00	$0.00	$3.00
CA250	CAMP1	$1.00	$0.00	$1.00
CA251	CAMP1	$1,000.00	$0.00	$1,000.00
			Total:	$1,006.00

Payments

Transaction Number	Payment Date	Description	Check Number	Payment Amount	Amount Applied	Balance	
020510834763015N	05/10/2002	RA Tuition Grant		$1,000.00	$5.00	$995.00	apply
020618938047717Q	06/18/2002	Student Payment		$15.00	$0.00	$15.00	apply

• Figure 12 Apply Payment

Payments typically come from posting a payment transaction (page 48). Click apply in Figure 12 for the payment you want to apply. You see a display like Figure 13.

Apply Payment

Transaction Code: 020510834763015N
Payment Amount: $1,000.00
Applied to the following transactions:
020118206600122S — Lab Fee — $5.00

Amount Remaining: $995.00

Click on an applied payment below to edit.

Transaction Number	Invoice	Trans Date	Term	Description	Original Amount	Balance Remaining	Amount Applied from this Payment	Amount to be Applied
020618141923143V	CA200	06/18/2002	2/200001	Activity Fee	$2.00	$2.00	$0.00	$ 0
020303494013826X	CA22	03/03/2002	2/200001	Activity Fee	$3.00	$3.00	$0.00	$ 0
020622491167891J	CA250	06/22/2002	2/200001	Tuition	$1.00	$1.00	$0.00	$ 0
020622643130263A	CA251	06/22/2002	2/200001	Tuition	$1,000.00	$1,000.00	$0.00	$ 990

submit

• Figure 13 Apply Payment Detail

Figure 13 can be a very long display, depending on the number of detailed transactions in this person's record. In the fields on the right, enter the amounts from the payment that are to be applied to each transaction, then click the Submit button.

Your confirmation is Figure 12 again with the revised applied-payment balance at the bottom.

If you try to apply amounts that exceed either the "Balance Remaining" or "Amount Remaining", you get an error message and the application is discarded.

Award Letter

This is optional. Not all schools use these letters.

Click **Financials** in Figure 1. In the function list, click Awards Letter(RB)[6] or Awards Letter. Once the search is complete you get Figure 14. Previewing the letter yields Figure 16. Picking the Labels gives pages of labels of which Figure 15 shows a part.

You see the first of the page as illustrated in Figure 16. There's a separate page for each person.

Award Letter (RB)

Preview Award Letter 1

Preview Award Letter Labels

• Figure 14 Award Letter Selection

Wendy Bellows
Apt 17
3456 Carboro Rd
Chapel Hill NC 27561

• Figure 15 Label Example

RJM University
151 East Rosemary
Chapel Hill, NC 27514

2003-2004 Financial Aid Award Letter

Wendy Bellows
3456 Carboro Rd
Apt 17
Chapel Hill, NC 27561

07/26/2004
Student ID#: BE2253076

Expected Family Contribution: $10,500.00

We are pleased to inform you that we are able to make the following awards to you for the specified semesters. If, at any time, in the future you receive aid from any other sources, the following awards will be adjusted accordingly.

Federal awards are contingent on funds the school expects to receive from the Federal Government. The college reserves the right to correct errors made in financial aid awards

	Fall	Spring	Summer	**Total**
Natl Engineers Coop loan fund	0.00	600.00	0.00	600.00
Pell Award	0.00	750.00	0.00	750.00

Please sign and return the enclosed acceptance form by 08/09/2004 . After this date your awards are automatically cancelled.

IMPORTANT NOTICE

Financial Aid Policy

The enclosed awards must be accepted as a package with the exception of the Federal Stafford (Guaranteed Student) Loan. You may decline this loan by indicating so on the acceptance form. If you accept this loan, you must apply for it at your

• Figure 16 Award Letter Partial Example

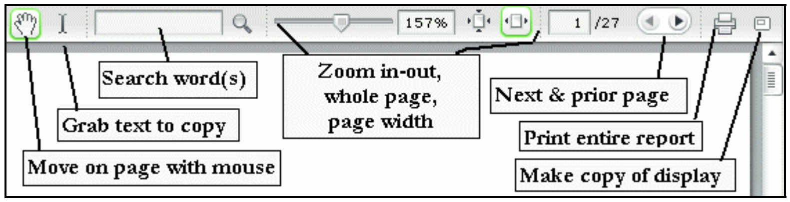
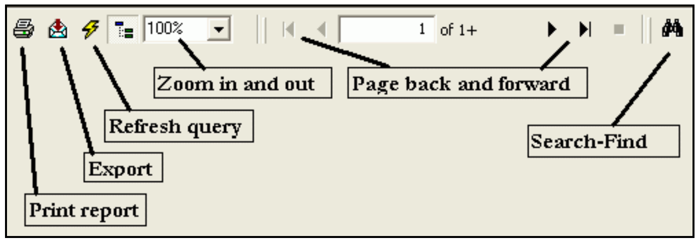


Figure 17 Report Builder (RB) Navigation



• Figure 18 Crystal Reports™ Navigation

Use the arrows in Figure 17 or Figure 18 to move from page to page in Figure 16. To print, click the printer icon.

Award Summary

This report (Figure 2) is covered in the SONISWEB® text "Financial Aid".

[6] (RB) means it was built with the Cold Fusion™ Report Builder not the older Crystal Report™ software. New reports and enhancements to current reports will use only Report Builder. It is free and works with all known Web browsers and standard operating systems.

Billing and Pre-Billing

Before running billing:

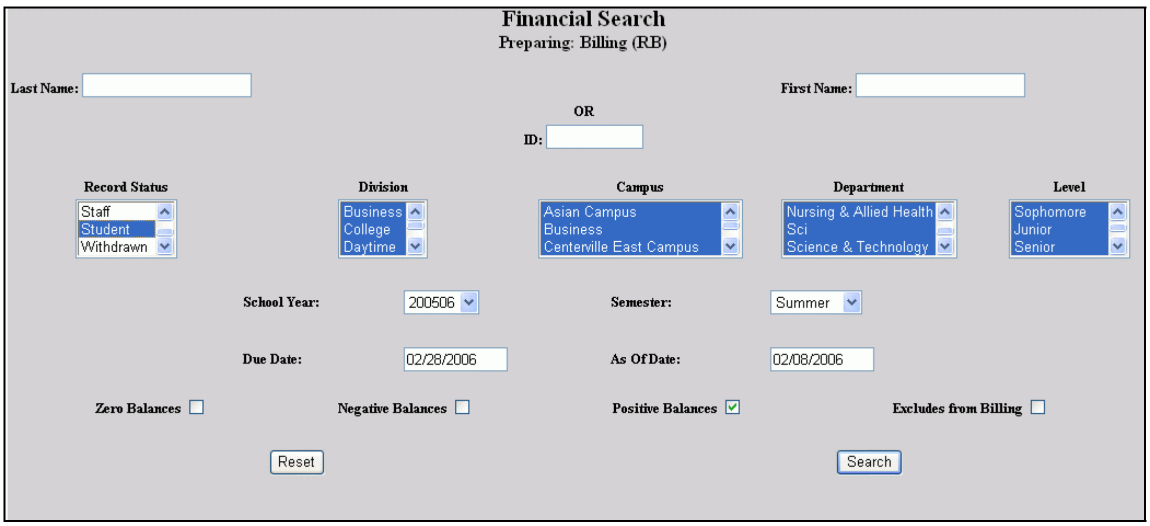
- Use Post Transactions for any payments and other charges, see page 48.
- Click either Post To Billing - Prebill (page 47) or Post to Billing (page 45).
- For third-party billing, see "Third Party Billing" on page 61.

> "Pre-bill" is creating a pro forma bill of anticipated charges without posting them to each student's receivables. It's normally used where students register for the next semester and you want to give them the anticipated charges for their financial planning.

To see what's posted when it's posted, go to "Bill Posting Options" on page 75.

Click **Financials** (Figure 1) then Billing(RB)[6] or Billing (Figure 2) and you see Figure 19.

> You must use Billing(RB)[6] to print the anticipated bills from "Post to Billing - Prebill" (page 47).



• Figure 19 Billing

You can bill one person by entering a name or ID number. You can pick a group of people to bill using the selections in the middle of Figure 19. (See Figure 127, page 83, and the related description for guidance on making multiple choices.)

The School Year and Semester are set in Web Options. Billing Due Date is set each semester by the SONISWEB® administrator. You can enter a different due date here. Click the button to Search.

Near the bottom of Figure 19 are these options:

Due Date is the date your SONISWEB® administrator set in the System Variables table at the beginning of the semester. You can change it in Figure 19 by typing over it.

As Of Date is today's date. You can change it for pre- or post-dating.

Zero Balances: bills for persons with zero balances are not normally printed. Putting a checkmark in this checkbox includes bills for those with zero balances.

Negative Balances: bills for persons with negative balances are not normally printed. Putting a checkmark in this checkbox includes bills for those with negative balances.

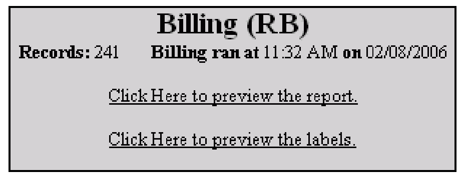
Positive Balances is normally checked. You can click the checkbox until it's blank if you don't want to print bills for those with positive balances.

Excludes from Billing when checked overrides the "Exclude from Billing" checkmark in Biographic records. See the Biographic record in the text "Students, Faculty, Applicant and Alumni/ae Record-keeping".

Figure 20 shows a typical confirmation of the billing process. The display tells you how many records were chosen based on your selections in Figure 19.

You choose "Click Here to preview report" on the bottom and the report generator creates the bills and displays them on your browser.

If you want to produce mailing labels as well, click the labels choice in Figure 20. For more information on labels, see "Mailing Label Choices with Bills" below.



• Figure 20 Billing Confirmation

SonisWeb200

Statement of Student Account

Semester 1 2004/05

Edgar M. Abbott
15275 New Garden Way

Carraras NC 28111

Date: 02/08/2006
Due Date: 12/03/2004

ID: 333333334

	Prior Balance:	$6,081.58	
Charges	**Transaction Date**	**Amount**	
Activity Fee	01/18/2006	$9.00	
Activity Fee	01/18/2006	$9.00	Current posted charges and balances
		$18.00	
Awards	**Transaction Date**	**Amount**	**Check/Receipt#**
Pell Award	09/07/2005	$3,000.00	
		$3,000.00	
	Balance Due:	**$3,099.58**	
Anticipated Charges			
Flatfee Tuition	02/08/2006	200.00	Anticipated charges appear <u>only</u> if Post to Billing Pre-bill is run
Lab Fee for ART101	02/08/2006	111.00	
		$311.00	
	Anticipated Amount Due:	**$3,410.58**	

• Figure 21 Portion of a Bill run with <u>Billing(RB)</u>[6] and with Pre-Bill in Effect

Figure 21 is an example of a bill[7]. You can review the bills on your display.

- The top part of the bill contains the prior balance and all <u>posted</u> charges. It's what the person owes. It appears on both standard bills and pre-bills.
- If you used <u>Billing(RB)</u>[6] (not <u>Billing</u>) the bottom part of the bill – Anticipated Charges – appears if you clicked <u>Billing(RB)</u>[6] after you ran <u>Post To Billing - Prebill</u> (page 47).

Use the arrows in Figure 17 or Figure 18 to move from page to page in Figure 21. To print, click the printer icon.

Mailing Label Choices with Bills

Choose "Click Here to preview labels" in Figure 20. In the recommended <u>Billing(RB)</u>[6] the labels are sent to you as a PDF file that you can save[8] and print when convenient.

Mailing labels are in the same person-address order as the bills. When you select this function, labels are produced for the "Preferred" address in each person's Address record. The

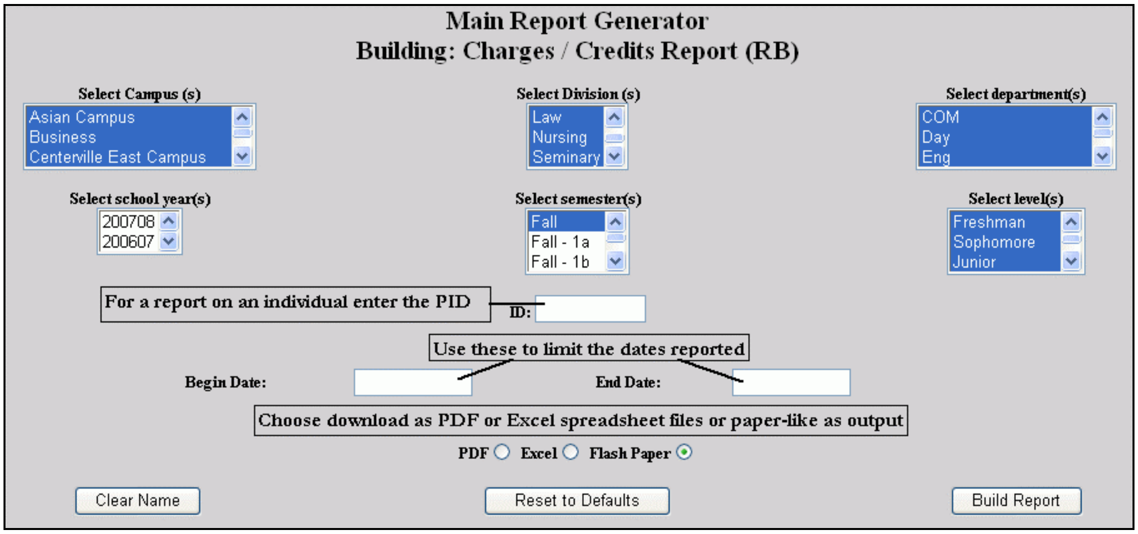
[7] Your school may have customized the bill so that it looks different from this example.

[8] To save the file of labels, your Web browser and security firewall must permit downloading PDF files. To print them you need the free Adobe reader (www.adobe.com).

default label is Avery® 5160, three columns, three to five lines. You can use the two-step process described in the "Mail Merge" text for different styles of labels.

Charges / Credits Report

Click **Reports** (Figure 1) then Charges / Credits Report(RB)[6] or Charges / Credits Report (Figure 2) and you see a display like Figure 22.



• Figure 22 Report Prompt for RB[6] Reports

Make your selections from Figure 22 and click the Build Report button. There's a delay as SONISWEB® assembles the records, then you get a display with a Preview Report link. Click it to get the report illustrated in Figure 23.

02/09/2006		SonisWeb200		Page 1 of 1
		Charges & Credit Summary Report for 01/01/2004-12/31/2005		
Activity Type	**Transaction Code**	**Description**	**Count**	**Amount**
Credits	BB	Bail Bond	1	($5.55)
Credits	PP	Provider Payment	1	($1,000.00)
Credits	QQ	Tuition Refund	11	($3,116.63)
Credits	SP	Student Payment	2	($1,499.00)
			15	($5,621.18)
Debits	AF	Activity Fee	25	$6,505.87
Debits	AP	Application Fee	34	$1,020.00
Debits	BK	Book	1	$15.95
Debits	BR	Brown Hall Residence	1	$28.50
Debits	DB	Debit Adjustment	5	$58.59
Debits	FF	Field Fee	4	$1,200.00
Debits	HS	Housing	2	$2,400.00
Debits	IF	Internet Fee	23	$267.55
Debits	KY	Key Deposit	1	$400.00
Debits	LF	Lab Fee	11	$1,166.00
Debits	TC	Tuition	33	$21,482.80
			140	$34,545.26

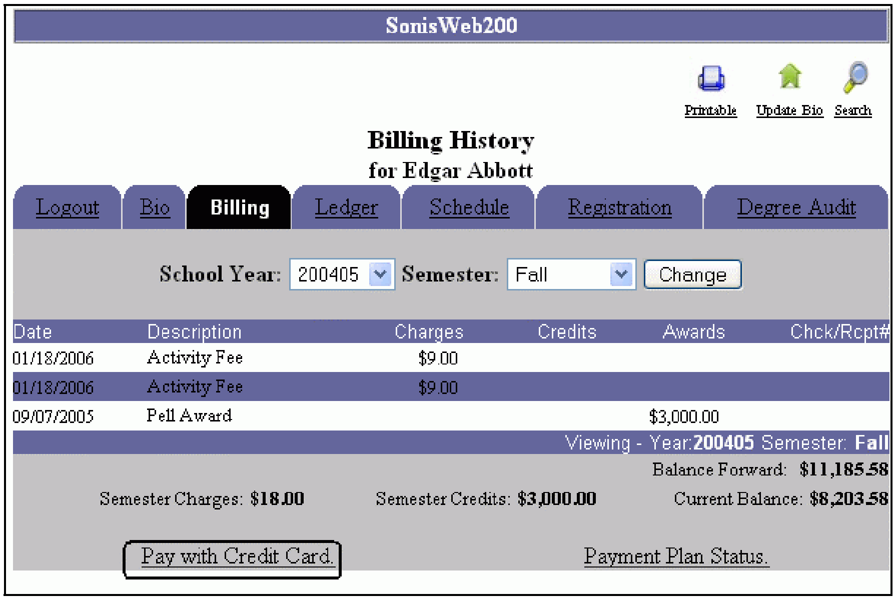
• Figure 23 Charges and Credits Summary Report (RB)[9]

See Figure 17 and Figure 18 for guidance on navigating and printing these reports.

[9] The data are from the RJM test system, so the data were created for testing and are not to be taken seriously.

e-Cashier

RJM has built an interface with e-Cashier[10] to accept student payments over the Internet. To use it, you need to call SONIS® support for the financial and contractual details.



• Figure 24 Student Online Access

The student sees the "Pay with Credit Card" choice when she or he clicks the Billing tab during online access. A link to payment is offered, highlighted at the bottom of in Figure 25.

• Figure 25 Web Options E-Cashier Name Entry

Figure 25 shows the option you must fill in. It's in Web Options under **Systems**. It's the name you get from the FACTS Management Company after enrolling your institution. In addition the "Billing Disable" checkbox must be blank in the Student Bio/Fin Options under **Systems.**

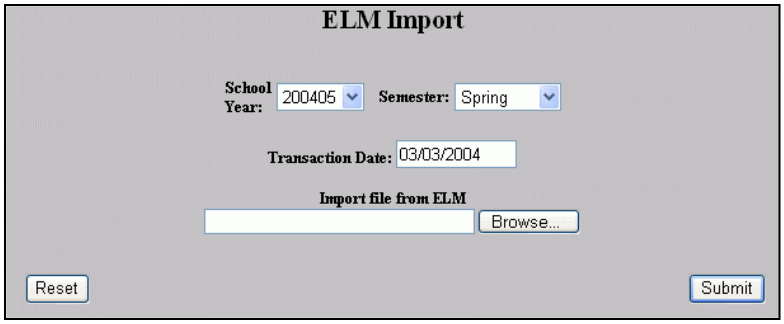
Payments received by some other means use "Post Transactions" on page 47.

[10] Check "www.factsmgt.com" for more information

ELM Import

Make sure "Importer Tcodes" are properly set up before using this function. See page 36.

Click **Financials** (Figure 1) then ELM Import (Figure 2) and you see Figure 26.



• Figure 26 ELM Import

In Figure 26 pick the school year and semester the imported file is for.

Change the Transaction Date if needed.

Use the Browse button to find the file you received from ELM Resources[11] and click the Submit button.

You receive confirmation or error messages if the file is not proper.

[11] See www.elmresources.com

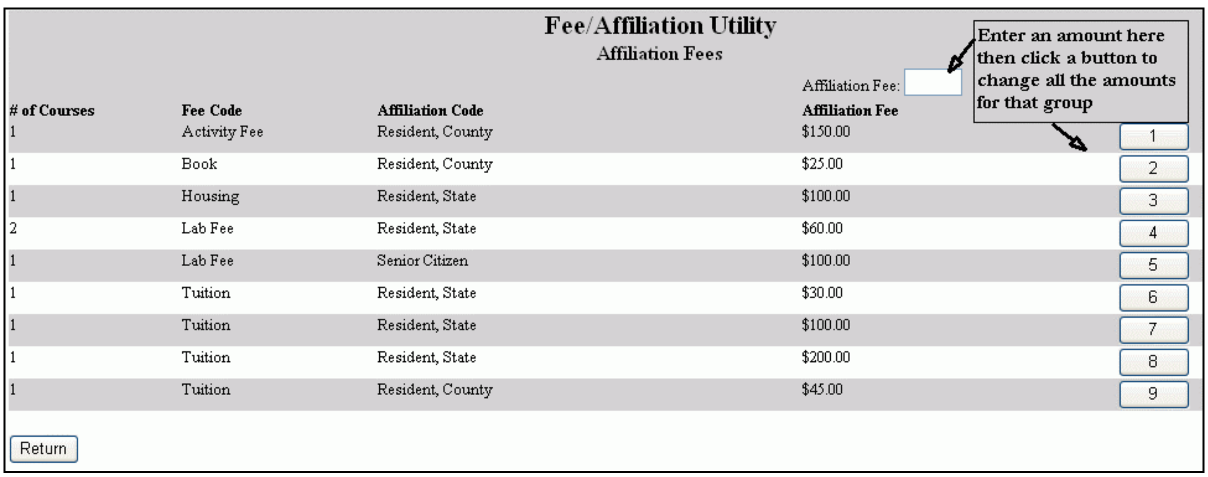
Fee-Affiliation Utility

The purpose of this function is to make mass changes to all fees where the fee structure has changed. It is also useful for finding aberrant fees. You change the fees set in “Course Related Fees” (page 80).

Click **Systems** (Figure 1) then Fee/Affiliation Utility (Figure 2) and you see Figure 27.

• Figure 27 Fee/Affiliation Utility

Use a radio buttons in Figure 27 to pick the kind of fee or affiliation you want to examine, pick Active or not at the bottom, and then click the Submit button. You’ll get a display like Figure 28 or Figure 29.

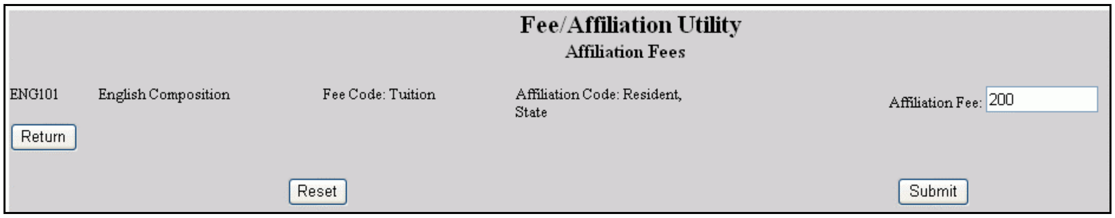


• Figure 28 Affiliation Collection

• Figure 29 Default Collection

This gives you an overview of the fees in force. To examine a fee in detail, click its button on the right in Figure 28. You see all the courses assigned for this fee or affiliation and this amount of money as illustrated in Figure 30.

The top of Figure 28 changes to Figure 29 when you pick “Default Course Fees” radio button in Figure 27 since they include Audit, Non-Resident, and CE (continuing education) fees.



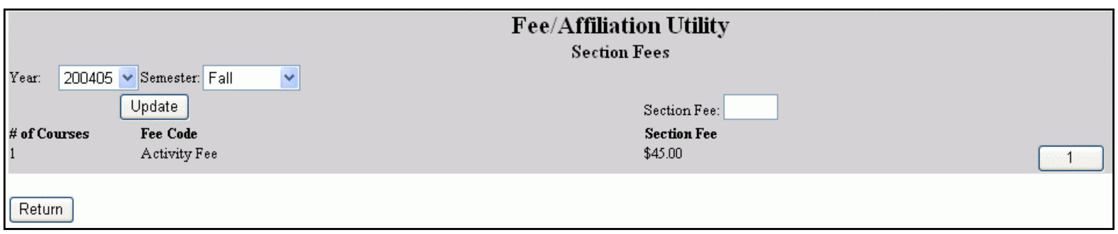
• Figure 30 Fee/Affiliation Record

There are two ways to change the amount for one of the rows in Figure 28:

- Enter the new fee amount in the "Affiliation Fee" field at the top right in Figure 28 or for Default fees, Audit and/or Non-Resident and/or CE in Figure 29. Then click the number-button of the fee(s) you want to change. You'll get Figure 30 but with all the fees for all the courses changed to the amount you entered in Figure 28 or Figure 29.
- To change individual courses, do not enter a new amount in Figure 28 or Figure 29. Instead click the number button in Figure 28 to get Figure 30. Enter the fee there and click the Submit button. That change is made only to that course.

Whichever method you use, the change has the same effect as directly changing the fee in the Course record.

Course sections require an additional display shown in Figure 31.

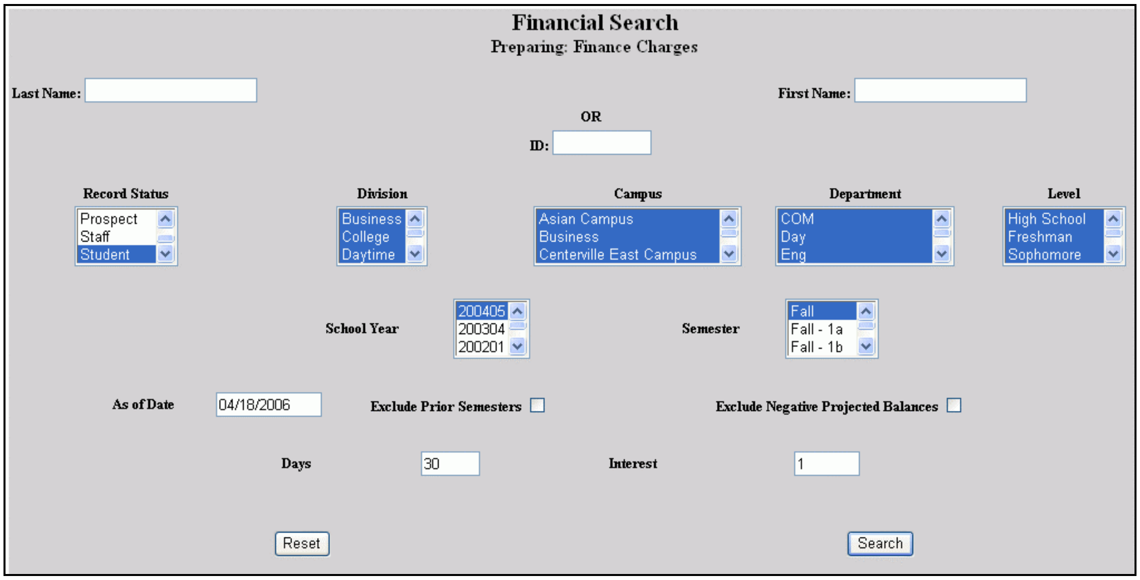


• Figure 31 Section Record

To identify a section you select the school year and semester, enter the new fee, and click the Update button in Figure 31.

Finance Charges

Click **Financials** (Figure 1) then Finance Charges (Figure 2) and you see Figure 32.



• Figure 32 Finance Charge Selections

In Figure 32 you pick to whom this applies. For an individual, enter the name or PID. For a group enter the Status, Division, etc. to pick the group this late-payment charge applies to.

As of Date is when the counting starts. After the time specified in the "Days" field, the charge percentage in "Interest" takes effect.

Exclude Prior Semester excludes them from the charges.

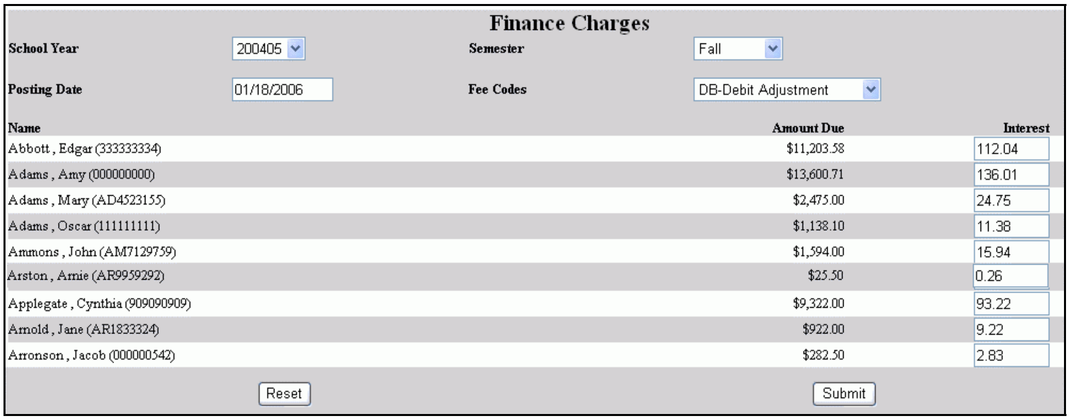
Exclude Negative Project Balances excludes them from the charges.

Days is how many days after the "As of Date" the charges are applied.

Interest is the rate to be applied to the outstanding balance when the date+days occurs.

Click the Submit button and you get Figure 33.

For example, with an As of Date of April 18 and Days set to 30, the interest is applied to the balance found on May 18.



Finance Charges

School Year: 200405 | Semester: Fall

Posting Date: 01/18/2006 | Fee Codes: DB-Debit Adjustment

Name	Amount Due	Interest
Abbott , Edgar (333333334)	$11,203.58	112.04
Adams , Amy (000000000)	$13,600.71	136.01
Adams , Mary (AD4523155)	$2,475.00	24.75
Adams , Oscar (111111111)	$1,138.10	11.38
Ammons , John (AM7129759)	$1,594.00	15.94
Arston , Amie (AR9959292)	$25.50	0.26
Applegate , Cynthia (909090909)	$9,322.00	93.22
Arnold , Jane (AR1833324)	$922.00	9.22
Arronson , Jacob (000000542)	$282.50	2.83

Reset | Submit

• Figure 33 Proposed Finance Charge List

Figure 33 show the people who qualify based on your selections in Figure 32. First you pick the financial transaction code you want to use in the "Fee Codes" pulldown. That's what will appear on the bill and ledger.

Review the list to make sure that all these people should be charged. You can change the "Interest" amount for each person in the column on the right. Once you're satisfied that the people and amounts in Figure 32 are correct, go to the bottom of the display and click the Submit button. At the date specified by "As of Date" plus "Days" from Figure 32, these fees will be recomputed and the charges made to the persons' ledgers.

Financials Report

Click **Reports** (Figure 1) then Financials (Figure 2) and you see Figure 34.

FINANCIALS REPORT					
For 200304 Semester 2 as of 02/23/2004					
Name	**ID**	**Prior Balance**	**Charges**	**Payments**	**Balance**
Adams , Oscar	111111111	1,126.83	0.00	0.00	1,126.83
Addams , Jane	AD3867728	1,002.50	0.00	0.00	1,002.50
Alberts , Albert	AL1505660	928.50	0.00	0.00	928.50
Albertson , Alan	AL8749752	1,002.50	0.00	0.00	1,002.50
Algonican , Edgar	444444444	1,002.50	0.00	0.00	1,002.50
Allen , Alan	AL3215267	-912.50	0.00	0.00	-912.50
Ammons , John	AM7129759	0.00	0.00	0.00	0.00
Anderson , Anna	AN8321568	4,179.21	0.00	0.00	4,179.21
Applegate , Cynthia	909090909	9,322.00	0.00	0.00	9,322.00
Arronson , Jacob	000000542	1,002.50	0.00	0.00	1,002.50
Arston , Arnold	AR9959292	25.50	3,358.90	0.00	3,384.40
Arthurs , Bea	AR7723124	22.00	0.00	0.00	22.00
Avery , Alice	AV8453873	1,002.50	0.00	0.00	1,002.50
Barnum , Peter	BA9090920	22.00	0.00	0.00	22.00
Bellows , Wendolin	BE2253076	1,097.50	1,225.00	0.00	2,322.50
Bendix , William	BE4557075	87.50	0.00	0.00	87.50
Benson , Paul	PB2222222	992.50	0.00	0.00	992.50
Institution Totals:		206,065.11	5,864.40	27.50	211,902.01

• Figure 34 Financials Report

Should you want to print this very long report, click the printer  icon for your Web browser.

Financial Aid Import

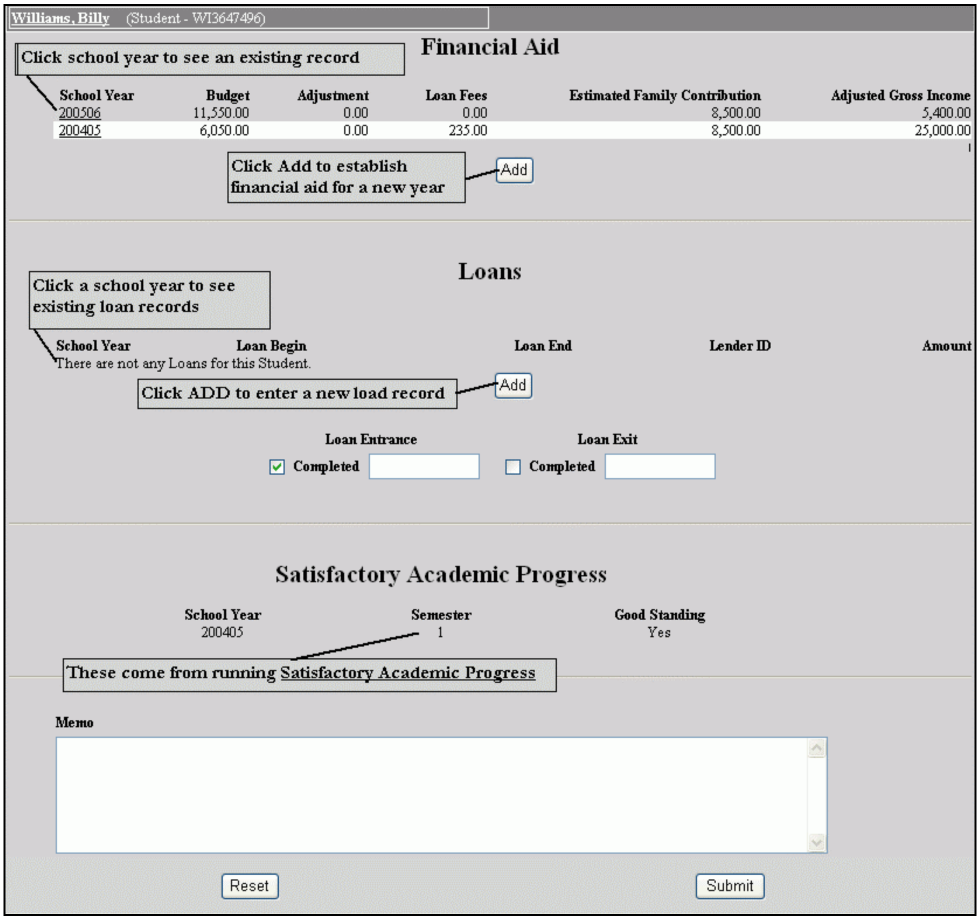
See the SONISWEB® text "Financial Aid" for guidance in using this function.

Financial Aid Record

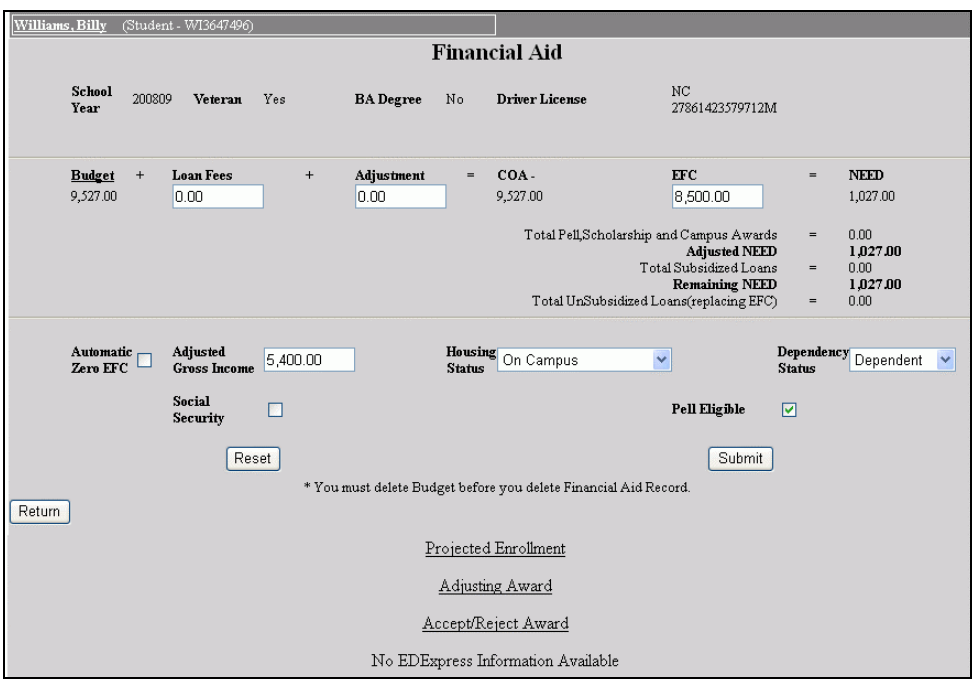
Financial Aid records are carried for an individual. See the manual "Financial Aid" for the use of these records. Figure 35 and Figure 36 are illustrated to show their content.

Financial Aid Report

This report summarizes the budget and loan information for the students. It's shown in the "Financial Aid" manual.



• Figure 35 Finance Aid Record

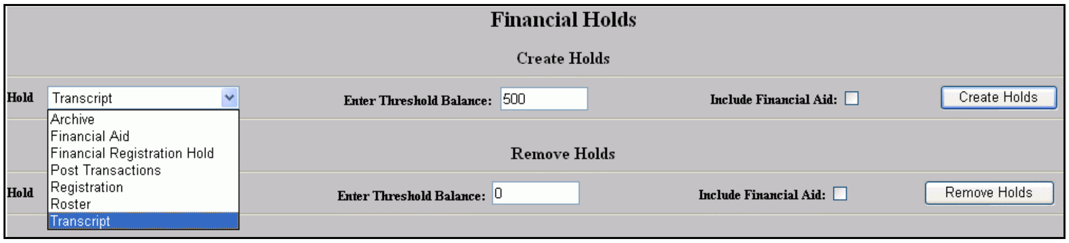


• Figure 36 Financial Aid Record Details

Financial Holds

Financial holds let you set balance-sensitive holds.

Click **Financials** (Figure 1) then Financial Holds (Figure 2) and you see a standard SONISWEB® prompt. You can enter the PID or name of an individual or you can select campuses, levels, departments, etc. to pick those students you want to consider for holds. Once you submit that, you see Figure 37.



• Figure 37 Financial Holds

Figure 37 is used both to create and to remove holds.

Hold is the kind of hold you want to place or remove. Typically it's Registration or the class Roster.

> You must be authorized in your security settings to place or change a hold. If the hold you want is not visible, have your SONISWEB® administrator check your security authorizations.

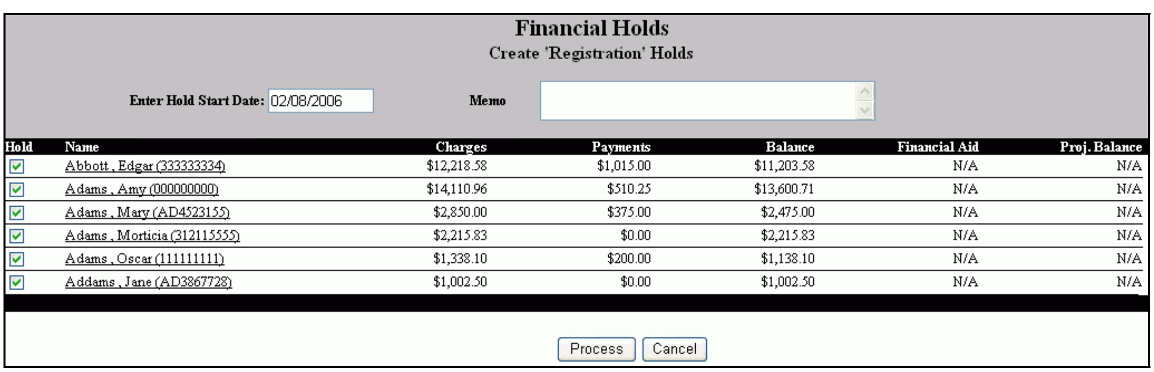
Threshold Balance:

For Create Holds, those with balances equal to or greater than the "threshold" balance appear in Figure 38.

For Remove Holds, those with balances equal to or less than the "threshold" balance appear in Figure 38.

Include Financial Aid: by clicking its checkbox until a checkmark appears, projected balances from financial aid are included in the balance calculation.

Click either the Create or the Remove button to get Figure 38.



Hold	Name	Charges	Payments	Balance	Financial Aid	Proj. Balance
☑	Abbott, Edgar (333333334)	$12,218.58	$1,015.00	$11,203.58	N/A	N/A
☑	Adams, Amy (000000000)	$14,110.96	$510.25	$13,600.71	N/A	N/A
☑	Adams, Mary (AD4523155)	$2,850.00	$375.00	$2,475.00	N/A	N/A
☑	Adams, Morticia (312115555)	$2,215.83	$0.00	$2,215.83	N/A	N/A
☑	Adams, Oscar (111111111)	$1,338.10	$200.00	$1,138.10	N/A	N/A
☑	Addams, Jane (AD3867728)	$1,002.50	$0.00	$1,002.50	N/A	N/A

• Figure 38 List for Create or Remove Holds

Figure 38 is the list of those who met your balance criteria in Figure 37.

The Start Date is today but you can change it by typing over it. You can also enter a Memo as documentation for this hold action.

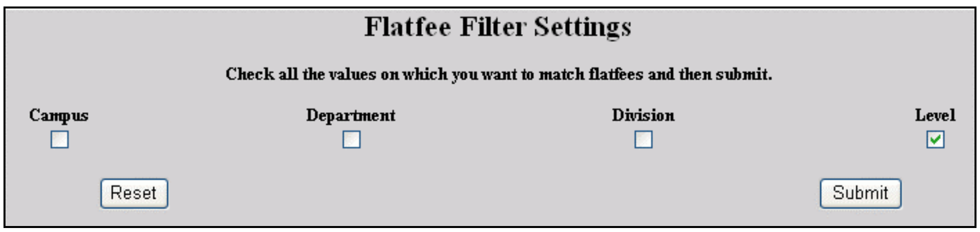
Clear a checkbox for those you don't want placed on, or removed from, the hold.

Click the Process button once all those to be placed on, or removed from, the hold have checks by their names.

Flat Fee Filter

When setting the flatfees, you can set fees for each combination of campus, department, division, and level (class-year). If you don't need that many different fees, you can use this "filter" option to limit your selection.

Click **Systems** (Figure 1) then Flatfee Filter Settings (Figure 2) to get Figure 39.



• Figure 39 Flatfee Filter Settings

In this example, only the level (sophomore, junior, etc.) is used to differentiate flat fees. Put another way, all students on all campuses, all departments and all divisions will be charged the same fee for the specified hours varying only by their level.

Compare Figure 40 (no filtering) to Figure 41 (filtering for level only) to see the difference.

Once you've set the filter to exclude certain criteria you cannot "unset" it. So, make sure this simplification is something that you want to use in the future.

Flat Fees

Charges for credit courses are either (1) credit-hours multiplied by cost-per-credit-hour or (2) a fixed ("flat") fee for students in qualifying courses of study[12]. The flat fee table sets the qualification criteria and the "flat" fee dollar amounts.

> Make sure you have the filter set the way you want it before entering the fees; see page 30.

Click **Systems** (Figure 1) then Flat Fees (Figure 2) to get Figure 40 or 29.

Flatfees

Add New Flatfee

Click on a FLATFEE to edit.

Flatfee	Class	DIVISION	Campus	Dept.	Fee Codes	Credit From	Credit To
CAMP1_LA_D_3_1_8	Junior	Daytime	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1_LA_D_3_9_18	Junior	Daytime	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1_LA_D_4_1_8	Senior	Daytime	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1_LA_D_4_9_18	Senior	Daytime	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1_LA_E_3_1_8	Junior	Evening	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1_LA_E_3_9_18	Junior	Evening	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1_LA_E_4_1_8	Senior	Evening	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1_LA_E_4_9_18	Senior	Evening	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1_ST_D_4_1_8	Senior	Daytime	Centerville Main Campus	Science & Technology	TC	1.00	8.00
CAMP1_ST_D_4_9_18	Senior	Daytime	Centerville Main Campus	Science & Technology	TC	9.00	18.00
CAMP1_ST_E_3_1_8	Junior	Evening	Centerville Main Campus	Science & Technology	TC	1.00	8.00
Nursing BSN	Freshman	Daytime	Centerville Medical Campus	Nursing & Allied Health	TC	3.00	15.00

• Figure 40 Flat Fee Table List with No Filter

Flatfees

Add New Flatfee

Click on a FLATFEE to edit.

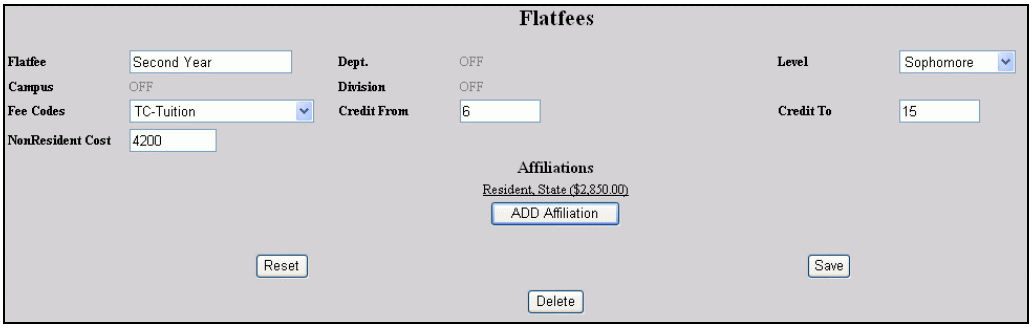
Flatfee	Level	Division	Campus	Dept.	Fee Codes	Credit From	Credit To
Second Year	Sophomore	OFF	OFF	OFF	TC	6.00	15.00

• Figure 41 Flat Fee Table List Filtered by Level Only

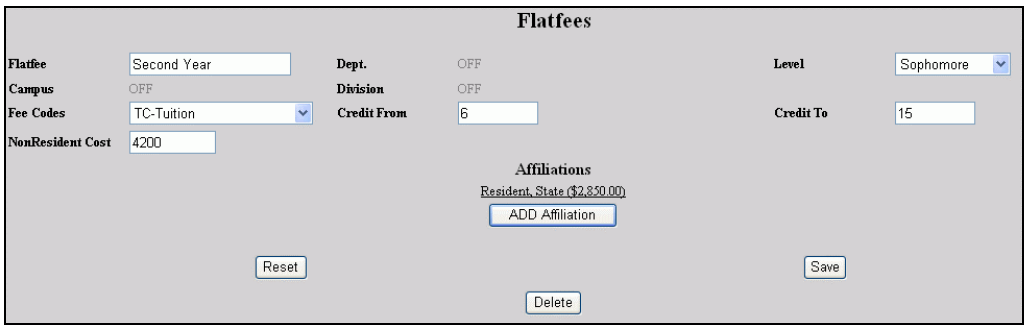
Figure 40 shows no filtering. Figure 41 shows filtering by level only. Click the Add button for a new fee to get Figure 42. Click an underlined flat fee "name" to edit an existing one as shown in Figure 43.

> Beware of conflicting flat fee entries! Two entries with exactly the same settings give billing errors. See "Flat Fee Conflicts" (page 34) for an example.

[12] Division is usually the criteria. For example, there are often different fees for Law, College, Medical School, Engineering, Nursing, etc. so each is named as a different Division so that different flat fees can be assigned to each.



• Figure 42 New Flat Fee



• Figure 43 Edit an Existing Flat Fee

You enter the criteria and costs in the display shown in Figure 42 and Figure 43. The costs are the total for one registration, usually a semester or term.

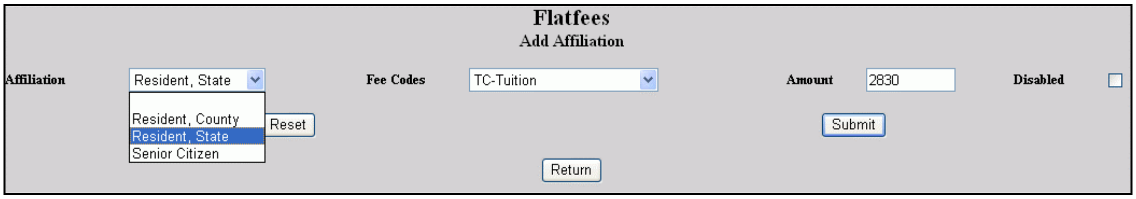
Adding a new flat fee (Figure 42) is a multi-step process:

1. You enter the information in the boxes at the top of Figure 42 then Save it.
2. After you Save it, you see it again but with an "Add Affiliation" button like that in Figure 43.
3. Now click "Add Affiliation" to get Figure 44.

See "Flat Fees Applied" on page 75 for more information.

Affiliation Fee Assignment

Affiliation fees are assigned as course fees[4] and flat fees. Examples are in-state resident, county resident, affiliated college, and contributor employee, etc.



• Figure 44 Affiliation Fees for a Flat Fee

Click either the underlined affiliation or the "Add Affiliation" button shown in Figure 43. You get Figure 44 where you can add or edit the affiliation fee.

Pick an affiliation[13], the fee code (typically Tuition), enter the amount, then click the Submit button.

When editing an existing affiliation, you can change the amount but nothing more.

Disabled: click this checkbox and it cannot be selected in displays that use it. It's just like a deletion but you can activate it later by clearing the checkmark.

Reset clears what you entered and lets you start over.

Submit saves the changes and returns you to the prior display.

Return takes you back to the prior display.

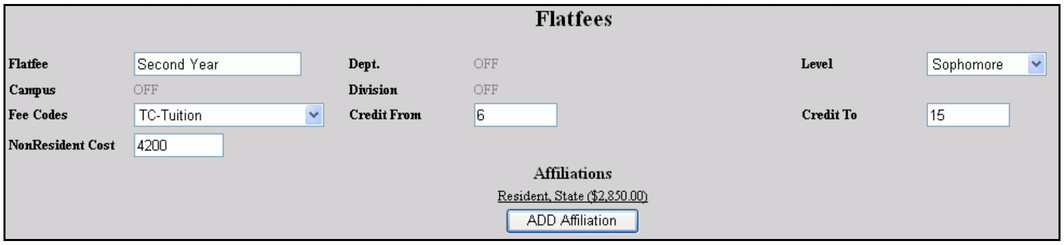
Delete, if offered, removes this affiliation record for this flat fee. You can delete it only if it's never been used in charging for a course. Disabled has the same effect.

[13] If you don't see the code you need, add one as shown in "Affiliation Code" on page 8.

Flat Fee Conflicts

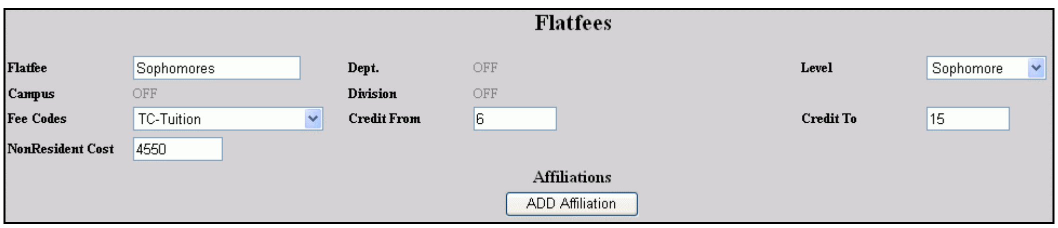
If you define two flat fee table entries with identical parameters, some of your students will be improperly billed and you will be spending lots of time correcting their bills!

Look at the examples in Figure 45 and Figure 46.



• Figure 45 Flat Fee #1 in a Conflicting Pair

Note that only the names and dollar costs are different. SONISWEB® checks the department, class (level), campus, division, and credits parameters to select the entry to apply to each registration. The name is for your convenience. The costs are simply applied when a match is made.



• Figure 46 Flat Fee #2 in a Conflicting Pair

Which one (Figure 45 or Figure 46) will SONISWEB® pick? Probably the first one in the table list, but it is not entirely predictable. You have given SONISWEB® a conflict with an unpredictable outcome.

Fundraising Search

This function under **Systems** is used in fund raising and described in the manual "Development and Fund Raising".

Funds

This function under **Systems** is used in fund raising and described in the manual "Development and Fund Raising".

Holds Report

You set holds in "Financial Holds", page 29. There's a report to show these as well as other holds.

Click **Reports** (Figure 1) then Holds(RB)[6] or Holds (Figure 2) and you see a report prompt like Figure 22.

Make your selections of what holds you want to see, departments, etc, and then click Search, and the Preview Report. That yields Figure 47.

HOLDS REPORT

Holds	Name	ID #	Level	Start Date	Authorized By
Financial Aid					
	Leftwich, Byron, J	LE1154872	2	02/02/2006	Mowse Maurice

• Figure 47 Holds Report

Figure 47 is the beginning of a Holds Report. It's in order by hold name with the students listed in alphabetical order by last name.

Housing Charges

Housing charges, including "Housing - Additional Fees", are covered in the "Housing" manual.

Importer Tcodes

> These code assignments must be set as described in "Codes for ELM, Sallie Mae, and TMS Imports" on page 69 before using this function.

Click **Systems** (Figure 1) then Importer Tcodes (Figure 2) to get Figure 48 or Figure 49.

Importer Tcodes

Record 1 - 7 of 7

Importer Code Desc	Fee Codes	Award ID	Loan Code	Disabled
ELM	EL	Smith Memorial Scholarship	SF	N
ELM	P2	Four S Award	4S	N
ELM	P3	UNSL Description	SU	N
ELM	PL	My Pell	PL	N
ELM	RM	ALTE Description	AL	N
Sallie Mae	PP			N
TMS	TM	ALTE Description		N

• Figure 48 Importer Tcodes List Complete

Importer Tcodes

Record 1 - 5 of 5

Importer Code Desc	Fee Codes	Award ID	Loan Code	Disabled
ELM	P2	Four S Award	4S	N
ELM	P3	UNSL Description	SU	N
ELM	PL	My Pell	PL	N
ELM	RM	ALTE Description	AL	N
TMS	TM	ALTE Description		N

Add

• Figure 49 Importer Tcodes List with Add Button

Each provider of import files has a different code requirement. You see them in Figure 48. Since all the anticipated loan codes are in Figure 48, there is no add button. Figure 49 is an example where not all the codes are present so there's an Add button.

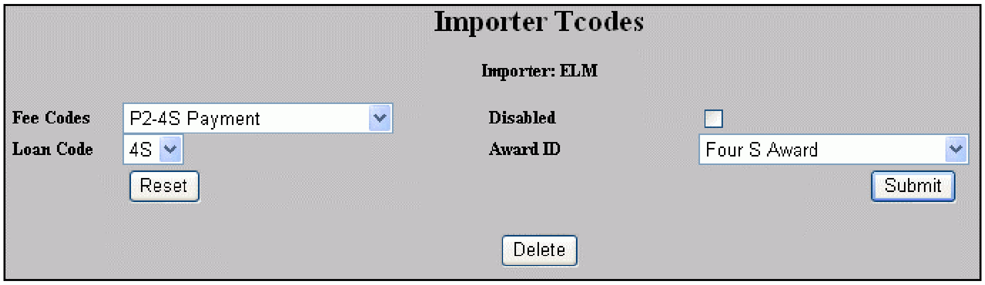
ELM uses more than one transaction code[14] since transaction codes are associated with each loan codes as you see in Figure 48. Sallie Mae and TMS use only one transaction code[14] value each.

When you click the Add button, the first screen you encounter is a drop of available importers. If you're filling this out for the first time you see a pulldown that lists ELM, Sallie Mae, and TMS. Depending on which importer they choose, the next screen will be either Figure 50, Figure 52, or Figure 53.

If you set up Sallie Mae, for example, the next time you click Importer Tcodes and the Add button in Figure 49, Sallie Mae will not appear in the pulldown list. TMS will disappear as soon as it is set up. ELM will disappear when all loan codes have been set up. At this point, the Add button ceases to appear.

[14] See Figure 102 on page 66 for the transaction codes and "Codes for ELM, Sallie Mae, and TMS Imports" on page 69 for setting them for this importer function.

ELM Importer Tcodes



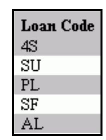
• Figure 50 EML Importer Tcodes

Figure 50 is displayed when you click one of the underlined EML[11] codes in Figure 48 or Figure 49. When you click the Add button in Figure 49 you see the Figure 50 without the Delete button.

Fee Codes must be a "Post Awards" transaction. See "Post Award:" on page 68 and "Codes for ELM, Sallie Mae, and TMS Imports" on page 69 for more about this setting.

Disabled: check it and the Tcode can't be selected in "ELM Import" on page 21. Remove the checkmark and it is available.

Loan Code is one of the set defined by ELM. You can have one Tcode for each loan code. Figure 51 shows them all[15] for ELM.



• Figure 51 ELM Loan Codes

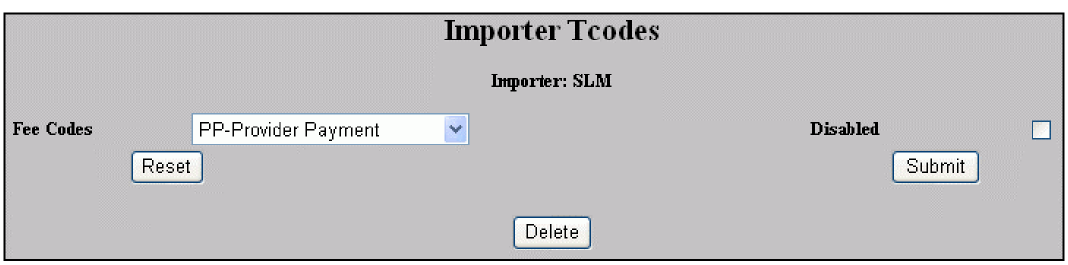
Award ID must be an award you set up. See the SONISWEB® manual "Financial Aid" for guidance.

Reset button, clicked before the Submit button, lets you erase your changes so you can start over.

Delete button (not available when you're adding) lets you delete the entry if it's not been used in "ELM Import" on page 21.

Submit button saves your entries and takes you to Figure 48 or Figure 49.

Sallie Mae Importer Tcodes



• Figure 52 Sallie Mae (SLM) Importer Tcodes

Figure 52 shows the only entry needed for Sallie Mae[19].

---

[15] As ELM changes their requirements and codes, check with SONIS® support for additions or deletions needed to these codes.

Fee Codes must be a "Post Awards" transaction. See "Post Award:" on page 68 and "Codes for ELM, Sallie Mae, and TMS Imports" on page 69 for more about this setting.

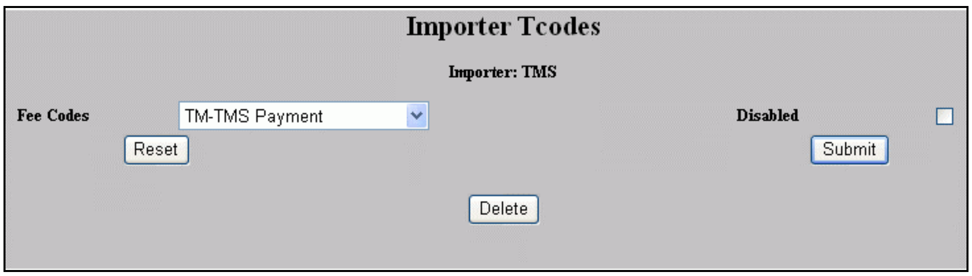
Disabled: check it and the Tcode can't be selected in "Sallie Mae Importer Tcodes" on page 37. Remove the checkmark and it is available.

Reset button, clicked before the Submit button, lets you erase your changes so you can start over.

Delete button (not available when you're adding) lets you delete the entry if it's not been used in "Sallie Mae Importer Tcodes" on page 37.

Submit button saves your entries and takes you to Figure 48 or Figure 49.

TMS Importer Tcodes



• Figure 53 TMS Importer Tcodes

Figure 53 shows the only entry needed for TMS[20].

Fee Codes must be a "Post Awards" transaction. See "Post Award:" on page 68 and "Codes for ELM, Sallie Mae, and TMS Imports" on page 69 for more about this setting.

Disabled: check it and the Tcode can't be selected in "TMS Importer Tcodes" on page 38. Remove the checkmark and it is available.

Reset button, clicked before the Submit button, lets you erase your changes so you can start over.

Delete button (not available when you're adding) lets you delete the entry if it's not been used in "TMS Importer Tcodes" on page 38.

Submit button saves your entries and takes you to Figure 48 or Figure 49.

IRS 1098-T Forms

These are covered in the SONISWEB® manual "IRS 1098-T"

Payables

Click **Financials** (Figure 1) then Payables (Figure 2). You get the prompting display like Figure 54. You can pick an individual by name or ID. You can pick a category. Select the school years(s) and semester(s) you want. As of Date lets you pick the date and Exclude Prior Semesters does just that. Click the Search button.

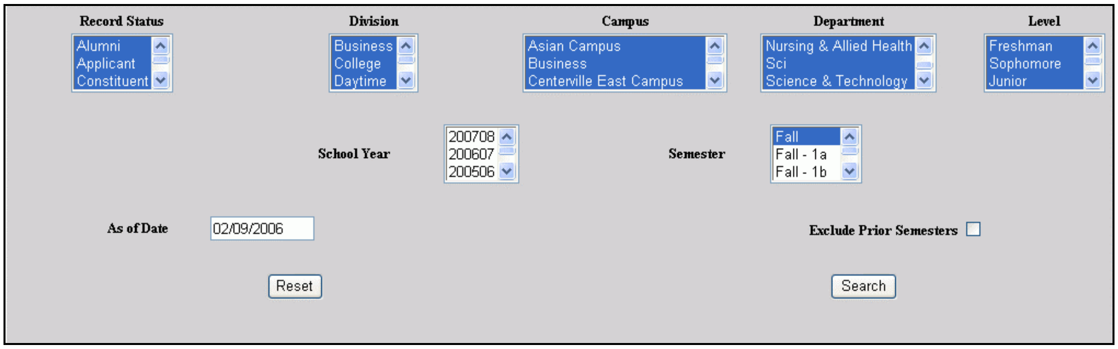
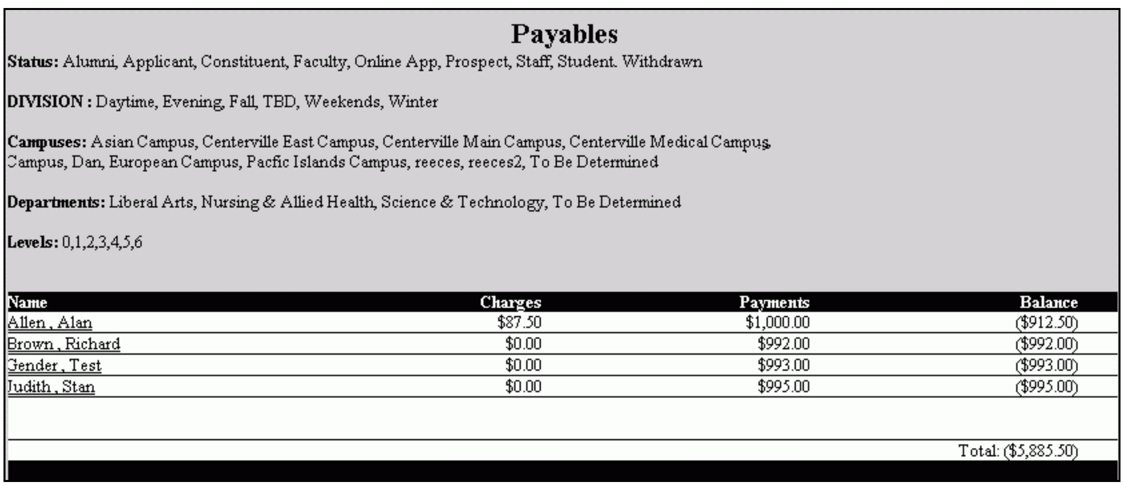


Figure 54 Bottom of the Prompt Display



Payables

Status: Alumni, Applicant, Constituent, Faculty, Online App, Prospect, Staff, Student. Withdrawn

DIVISION : Daytime, Evening, Fall, TBD, Weekends, Winter

Campuses: Asian Campus, Centerville East Campus, Centerville Main Campus, Centerville Medical Campus, Campus, Dan, European Campus, Pacfic Islands Campus, reeces, reeces2, To Be Determined

Departments: Liberal Arts, Nursing & Allied Health, Science & Technology, To Be Determined

Levels: 0,1,2,3,4,5,6

Name	Charges	Payments	Balance
Allen , Alan	$87.50	$1,000.00	($912.50)
Brown , Richard	$0.00	$992.00	($992.00)
Gender , Test	$0.00	$993.00	($993.00)
Judith , Stan	$0.00	$995.00	($995.00)
			Total: ($5,885.50)

• Figure 55 Payables

Figure 55 can be a very on long report if you picked many people. Click an underlined name in Figure 55 to see the individual charges for that person.

To see details for many people use one of the reports such as "Transaction Register", page 71.

Payment Plans

Payment plans are not tied directly to a person's charges in the financial system since you may be providing a payment plan for some lesser portion of the total charges. Your institution negotiates the payment plan with the student and then applies it in Figure 116. But first you have to set up the plans.

Go to "Payment Plans Example" on page 76 to see how they're used. What the student sees is shown at the bottom of Figure 24, the Payment Plan Status link.

Payment Plan Codes Table

To set up payment plans, you first establish the codes.

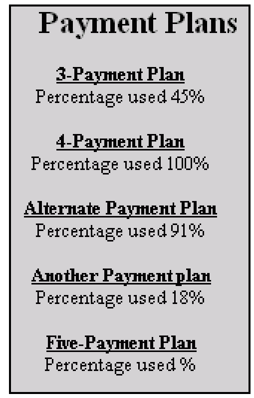
Click **Systems** (Figure 1) then Table Maintenance (Figure 2) and "Payment Plan Codes" in the list of tables.

There you add a new plan code. For an existing plan, you change its name, disable it, or if it's never been used, delete it.

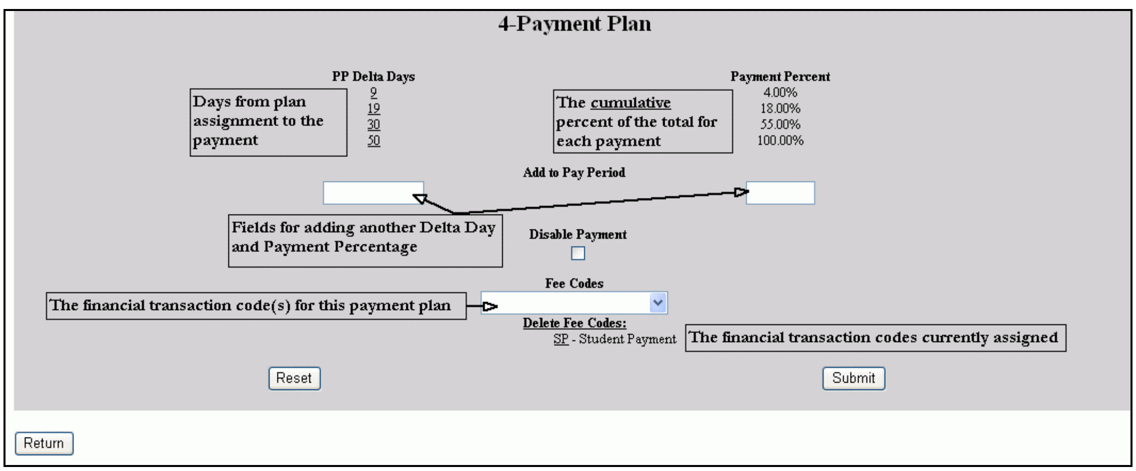
Payment Plan Setup

With the code established above, Click **Systems** (Figure 1) then Payment Plans (Figure 2) and get Figure 56.

Click an underlined code "name" and you see a display like Figure 57.



• Figure 56 Payment Plans



• Figure 57 Payment Plan Record

In Figure 57:

PP Delta Days is the number of days from the date you put in a person's payment plan record. An illustration of a payment date calculation is seen in Figure 117.

Payment Percent is the percentage of the agreed payment to be paid by the calculated date.

Fee Codes pulldown lets you pick the transaction code these payments apply to. You can pick a code, click the Submit button, pick another code, click the Submit button, and so on until you've picked all that apply. To delete a code, click its underlined code (SF, for example) and it's deleted.

Delete Fee Codes: shows the list of existing transaction codes. Clicking one immediately deletes it.

You can take these actions from Figure 57:

- For a new payment plan, you enter the Delta Days and Payment Percentages and SONISWEB® checks to make sure both the days and the percentages are consecutive.
- You can add more "Delta Days" and "Payment Percentages" to the list using the fields shown.
- Click an underlined "PP Delta Days" in Figure 57 and change both the days and percentage.

> SONISWEB® doesn't check that you've kept everything consecutive when you change a plan, so be sure what you change makes sense.

- Disable an obsolete payment plan using the "Disable Payment" checkbox.

Payment Plan Report

Click **Reports** (Figure 1) then Payment Plans (Figure 2) to get Figure 58.

Clicking the underlined name of a plan in Figure 58 takes you to the details of who is signed up for the plan and each person's balance. You see that in Figure 59.

02/14/2006 3:00 PM

Payment Plan Report

Payment Plan	Schedule Year	Total Students	Amount Accepted	Amount Received	Amount Remaining
3-Payment Plan	2004/05	5	$36,500.00	$6,498.25	$30,001.75
4-Payment Plan	2004/05	4	$27,000.00	($13,116.36)	$27,000.00
Alternate Payment Plan	2004/05	3	$30,500.00	$4,786.03	$25,713.97
TOTAL		12	$94,000.00	$11,284.28	$82,715.72

• Figure 58 Payment Plan Report

Payment Plan Report Return

3-Payment Plan

Student	Start Date	Due Date	Amount Accepted	Projected Amount Due	Amount Received	Balance Remaining
Abbott, Edgar (333333334)	01/07/2006	04/07/2006	$0.00	$0.00	$27.00	($27.00)
Buddah, The (BU8962525)	01/11/2006	03/12/2006	$12,000.00	$6,609.00	$1,311.00	$10,689.00
Emmons, Maureen (EM9425034)	12/31/2005	03/01/2006	$500.00	$165.00	$2,569.55	($2,069.55)
Greely, Bubba (GR4346453)	01/01/2005	Past Due	$12,000.00	$11,083.55	$916.45	$11,083.55
Monster, Cookie (MO8583691)	01/01/2005	Past Due	$12,000.00	$10,325.75	$1,674.25	$10,325.75
TOTAL			$36,500.00	$28,183.30	$6,498.25	$30,001.75

• Figure 59 Payment Plan Report Details

Click Return in Figure 59 to see Figure 58 again.

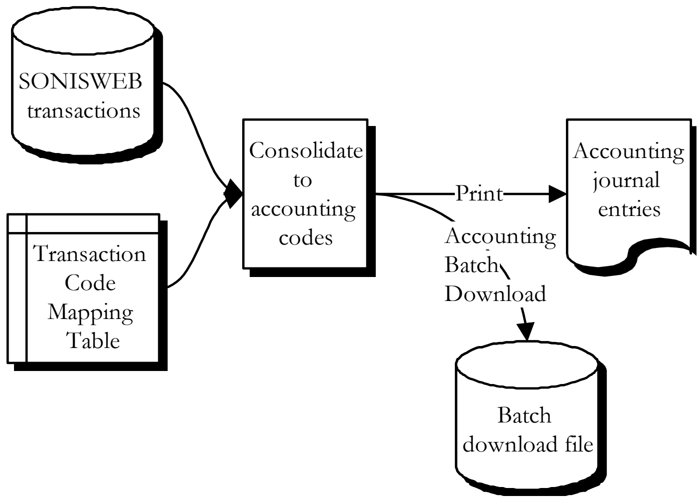
Pledges: Post to Accounting

See the manual "Development & Fund Raising" that uses this exclusively.

Post (Export) to Accounting System

If you have connected "The Financial Edge®", MIPS, or Great Plains accounting system to SONISWEB®, export is turned off since it is not needed. See Figure 64.

SONISWEB® converts its transaction codes to accounting entries that meet your chart of accounts criteria for exporting to your accounting system.



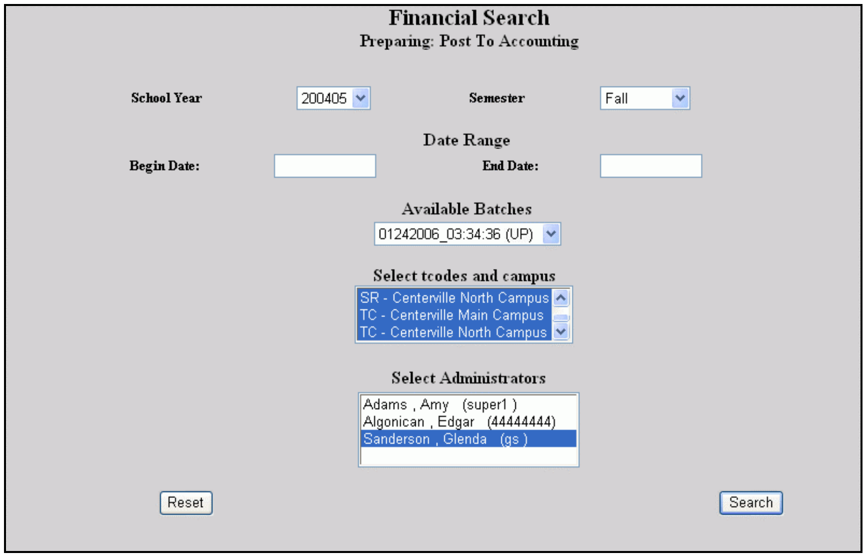
• Figure 60 Export Consolidation

Figure 60 shows the process.

During customization and when the accounting system changes, the SONISWEB® administrator changes the Transaction Code Mapping table. That table contains each SONISWEB® transaction code in the Transaction Codes table and specifies a chart-of-accounts code that applies to it. Department and fund can also be specified in the mapping table. These two tables are described in "Transaction Codes" on page 66 and "Transaction Code Mapping" on page 70.

Before running Post To Accounting, run "Post to Billing" (page 45) to ensure all of the potential transactions are available for making up batches in Figure 61.

Click **Financials** (Figure 1) then Post To Accounting (Figure 2). You get Figure 61.



• Figure 61 Bottom of Post to Accounting

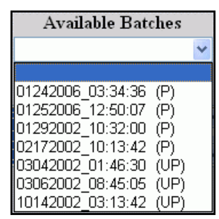
Transactions must be batched to be posted. As shown in Figure 61 you:

1. Pick the School Year and Semester.
2. The beginning and ending dates to be included in the batch.
3. The "tcodes campus" combination to be included.
4. Click Search to create a new batch.

(If you see Figure 64 instead of Figure 61, you have the integrated accounting system option turned on.)

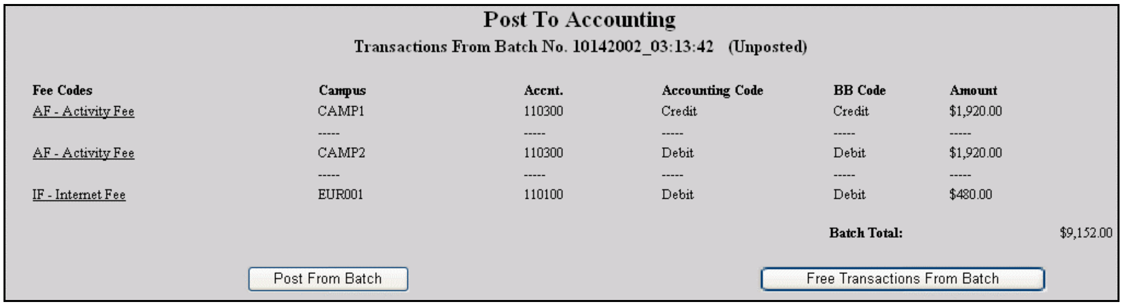
To post an existing batch, you ignore the other selections and pick a batch, clicking the arrow under Available Batches. The list, illustrated in Figure 62, shows both posted (P) and unposted (UP) batches. You can only post those not yet posted (UP).

1. Click the batch you want to post.
2. Click the Search key.



• Figure 62 Available Batch List

You get Figure 63, a summary of the contents of the batch. Note the "Accnt." number, the number from the chart of accounts entered in the mapping table (page 70).



Post To Accounting

Transactions From Batch No. 10142002_03:13:42 (Unposted)

Fee Codes	Campus	Accnt.	Accounting Code	BB Code	Amount
AF - Activity Fee	CAMP1	110300	Credit	Credit	$1,920.00
	-----	-----	-----	-----	-----
AF - Activity Fee	CAMP2	110300	Debit	Debit	$1,920.00
	-----	-----	-----	-----	-----
IF - Internet Fee	EUR001	110100	Debit	Debit	$480.00

Batch Total: $9,152.00

Post From Batch | Free Transactions From Batch

• Figure 63 Batch List

You can use the "Free Transactions From Batch" button to remove all the transactions from the batch. That lets you accumulate those transactions into a new batch for posting.

Once the batch appears as you want it, click the "Post From Batch" button in Figure 63.

As Figure 60 shows, you can print the batch entries or you can use "Accounting Batch Download" on page 7 build a file to send to accounting.

With The Financial Edge®, MIPS, or Great Plains accounting systems connected and that option checked in Web Options[16], clicking Post To Accounting yields Figure 64 with the words appropriate to the accounting system you have selected.

Financial Search

Preparing: Post To Accounting

BlackBaud Accounting is configured in Systems/Web Options. Therefore, this function is inactive.

See your Systems Administrator if you have questions.

• Figure 64 The Financial Edge® Effect

(You select one of the supported accounting systems, inform RJM Systems, it sets the interface via a script, and then you activate it in Web Options[16].)

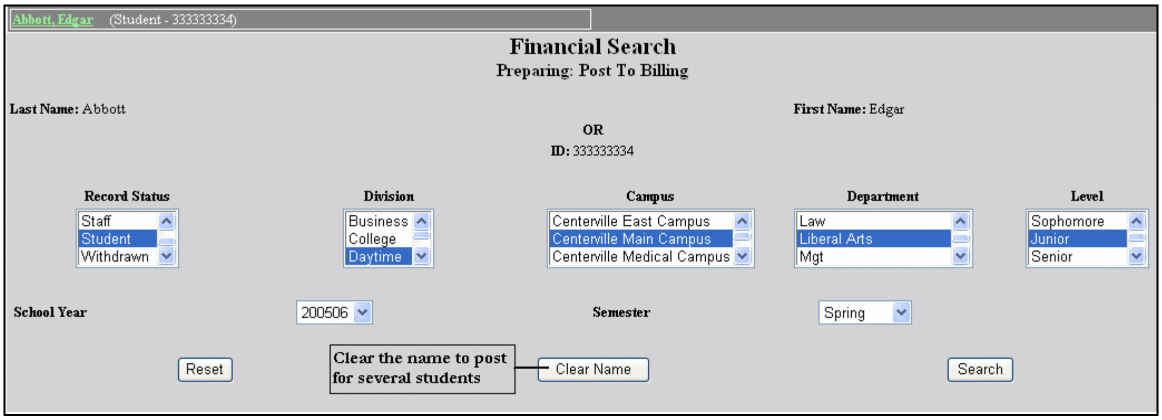
[16] See the SONISWEB® text "Web Options" for guidance.

Post to Billing

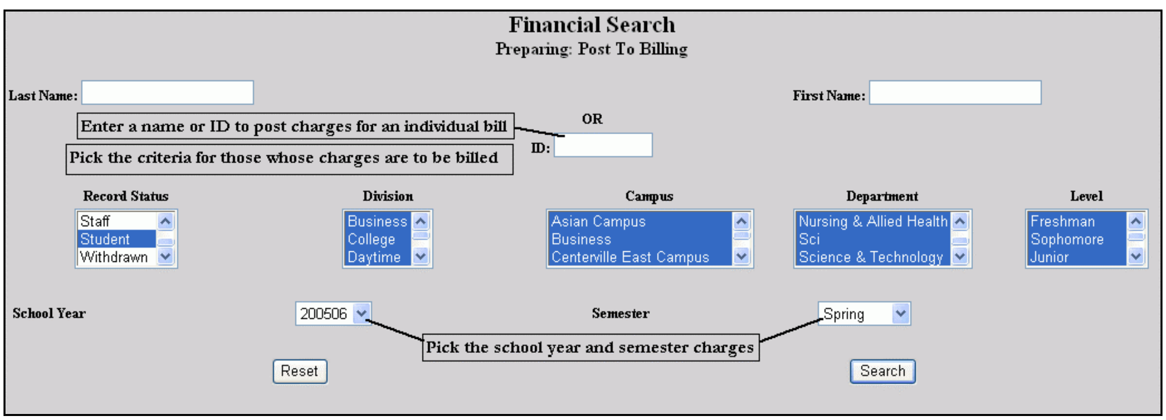
> To print an anticipated bill and not actually post the charges, use "Post to Billing Pre-Bill: Anticipated Bills" on page 47.

Only items posted to billing (see "Billing", page 7) and posted transactions (see "Post Transactions", page 48) appear on the bill. You must post to billing before billing.

Click **Financials** (Figure 1) then Post to Billing (Figure 2). You get the prompting display like Figure 65 or Figure 66.

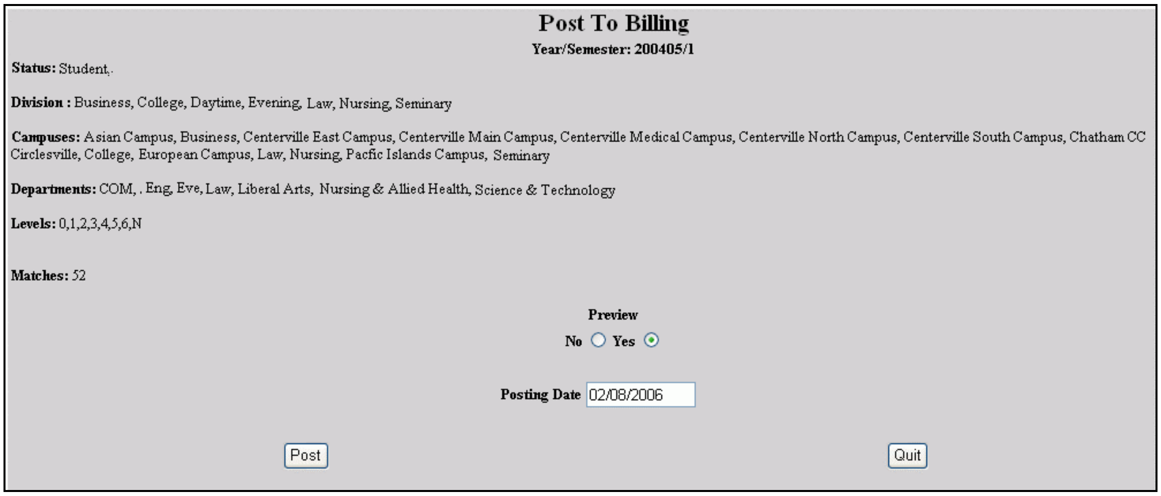


• Figure 65 Post to Billing for an Individual



• Figure 66 Post to Billing for a Group

By choosing the options in Figure 65 or Figure 66 you control which individual or what limited group of persons gets a bill. For example, you can post to billing and produce bills on different schedules for your day division and evening division.



Post To Billing

Year/Semester: 200405/1

Status: Student,

Division : Business, College, Daytime, Evening, Law, Nursing, Seminary

Campuses: Asian Campus, Business, Centerville East Campus, Centerville Main Campus, Centerville Medical Campus, Centerville North Campus, Centerville South Campus, Chatham CC Circlesville, College, European Campus, Law, Nursing, Pacfic Islands Campus, Seminary

Departments: COM, . Eng, Eve, Law, Liberal Arts, Nursing & Allied Health, Science & Technology

Levels: 0,1,2,3,4,5,6,N

Matches: 52

Preview

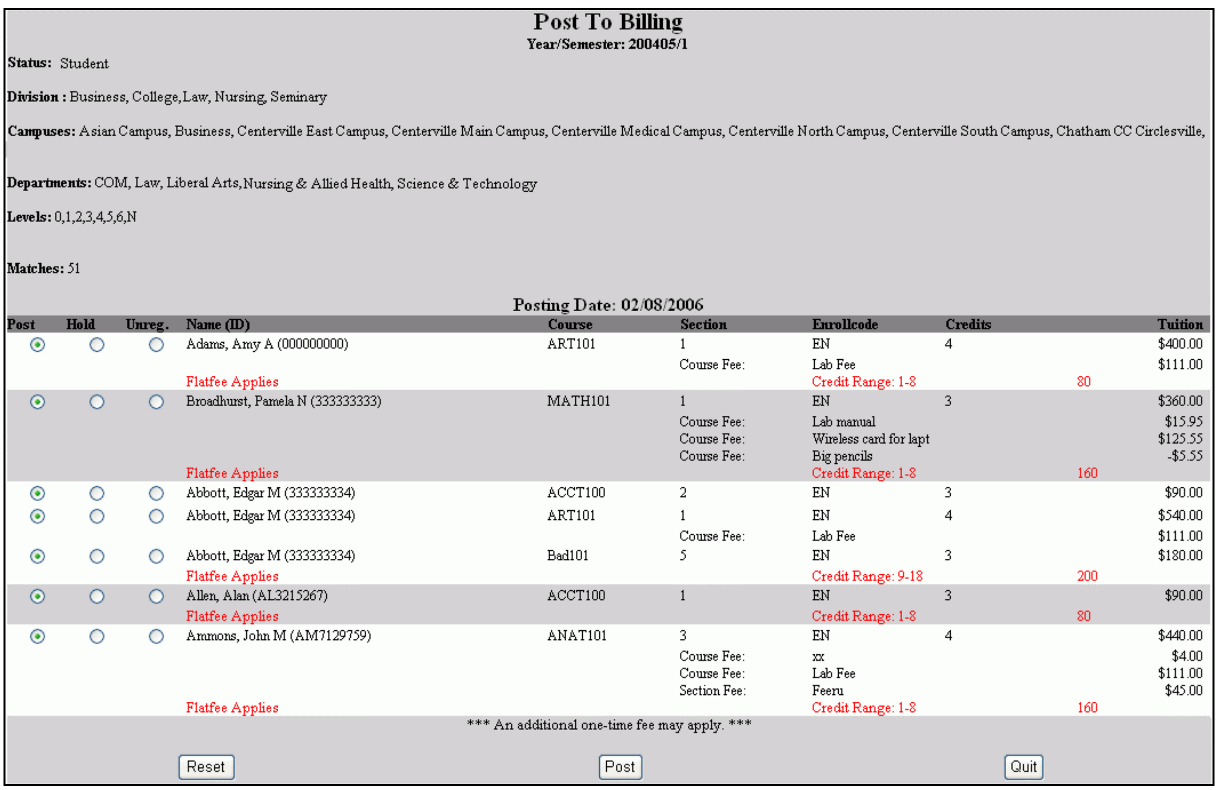
No ○ **Yes** ⦿

Posting Date 02/08/2006

Post Quit

• Figure 67 Post to Billing Summary

In Figure 67 you see what SONISWEB® found from your selections in Figure 65 or Figure 66. If this is not the list you want, click the Quit button and start over again. If this is what you expected, click the Post button to see Figure 68.



Post To Billing

Year/Semester: 200405/1

Status: Student

Division : Business, College,Law, Nursing, Seminary

Campuses: Asian Campus, Business, Centerville East Campus, Centerville Main Campus, Centerville Medical Campus, Centerville North Campus, Centerville South Campus, Chatham CC Circlesville,

Departments: COM, Law, Liberal Arts,Nursing & Allied Health, Science & Technology

Levels: 0,1,2,3,4,5,6,N

Matches: 51

Posting Date: 02/08/2006

Post	Hold	Unreg.	Name (ID)	Course	Section	Enrollcode	Credits		Tuition
⦿	○	○	Adams, Amy A (000000000)	ART101	1	EN	4		$400.00
					Course Fee:	Lab Fee			$111.00
			Flatfee Applies			Credit Range: 1-8		80	
⦿	○	○	Broadhurst, Pamela N (333333333)	MATH101	1	EN	3		$360.00
					Course Fee:	Lab manual			$15.95
					Course Fee:	Wireless card for lapt			$125.55
					Course Fee:	Big pencils			-$5.55
			Flatfee Applies			Credit Range: 1-8		160	
⦿	○	○	Abbott, Edgar M (333333334)	ACCT100	2	EN	3		$90.00
⦿	○	○	Abbott, Edgar M (333333334)	ART101	1	EN	4		$540.00
					Course Fee:	Lab Fee			$111.00
⦿	○	○	Abbott, Edgar M (333333334)	Bad101	5	EN	3		$180.00
			Flatfee Applies			Credit Range: 9-18		200	
⦿	○	○	Allen, Alan (AL3215267)	ACCT100	1	EN	3		$90.00
			Flatfee Applies			Credit Range: 1-8		80	
⦿	○	○	Ammons, John M (AM7129759)	ANAT101	3	EN	4		$440.00
					Course Fee:	xx			$4.00
					Course Fee:	Lab Fee			$111.00
					Section Fee:	Feeru			$45.00
			Flatfee Applies			Credit Range: 1-8		160	

*** An additional one-time fee may apply. ***

Reset Post Quit

• Figure 68 Post to Billing Detail

You can preview the transactions by clicking Yes in Figure 65 or Figure 66. The results are shown in Figure 68. There are three radio buttons:

Post Click the circle to post the charge to the person's bill.

Hold Click the circle to hold this charge, do not post it to the bill at this time.

Unreg Click it to indicate the person is not taking this course, remove the charge.

You again have a choice to Quit or Post. If you're uncomfortable with what you see in Figure 68, use the "Receivables" list, page 54. You can print that for more research on who owes how much. Once you're satisfied with the balances or have made corrections to individual student records, you can start Post to Billing again.

> You should print the bills using Billing (page 14) before posting another set of transactions. One post-to-billing action supercedes the prior one.

Post to Billing Pre-Bill: Anticipated Bills

To post the charges and then print bills, use "Post to Billing" on page 45. "Pre-billing" is where students register for classes and sign up for housing for the next semester and you want to give them a bill so they can plan their finances but you're not yet ready to post the charges.

Click **Financials** (Figure 1) then Post to Billing - Pre-Bill (Figure 2).

The displays look just like those in Figure 65 through Figure 68 except the heading shows "Pre-Billing" as illustrated in Figure 69.

• Figure 69 Pre-Billing in Title

Follow the same steps as in "Post to Billing" (page 45ff).

This process creates a special "pre-bill" file with the unposted (anticipated) charges. Two actions will remove all or part of this file:

- Running Post to Billing deletes the "pre-bill" file and posts all the unposted charges used to create the anticipated bill.
- When students add or drop courses their records are deleted in the "pre-bill" file so their anticipated charges will be missing from the bill illustrated in Figure 21. Of course if you run Post to Billing - Pre-Bill again you'll get those changes for the anticipated bill.

> You must use Billing(RB)[6] (not Billing) to print the anticipated bills. You should print the anticipated ("pre-bill") bills using Billing(RB)[6] (page 14) before running any other Post to Billing… function. One post-to-billing action supercedes the prior one.

Post Transactions

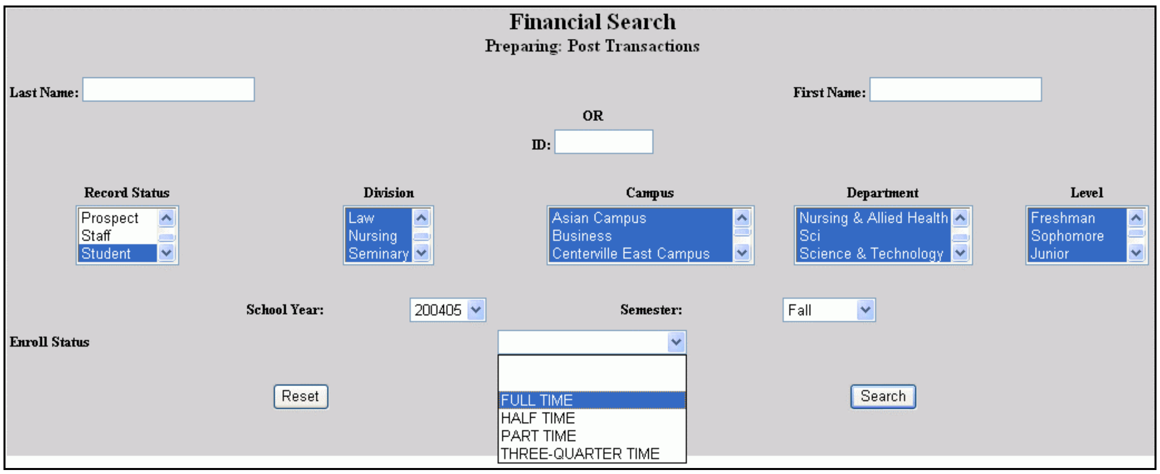
Tuition and fees transactions are usually computed by SONISWEB® and applied during registration or housing assignment. They are posted as part of the billing process described in "Post to Billing" on page 45. This is a description of posting other transactions – especially payments[17] – and printing a transaction register.

Some payments may be restricted and so must be applied to specific charges. You use "Apply Payments" (page 10).

Where your institution has set up the arrangements, students can pay directly online from their Web page as described in "e-Cashier" on page 20.

Post Transactions without a Receipt

Click **Financials** (Figure 1) then Post Transactions (Figure 2). You get the prompting display like Figure 70.



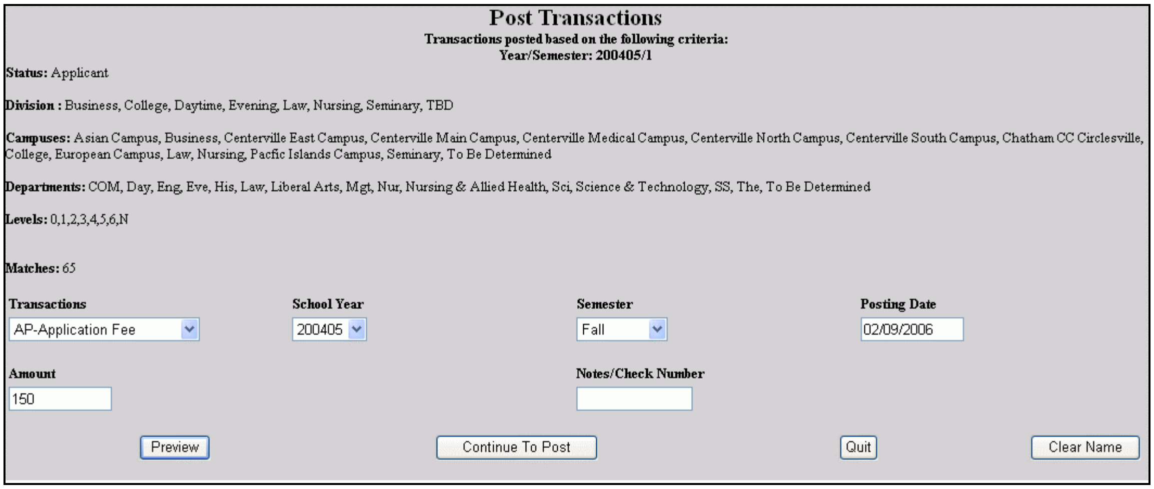
• Figure 70 Post Transactions Prompt

For an individual, enter his or her name or ID and click Submit. You can also print a receipt as described on page 51.

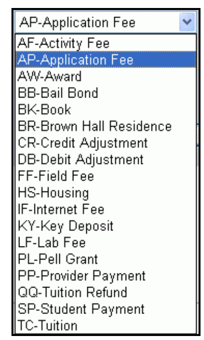
To post for multiple people, you can pick a category by division, campus, etc. Select the school years(s) and semester(s) you want listed and click the Search button. You get Figure 71.

If you cannot see a transaction code you expect, the most likely cause is that your security profile does not permit access. What looks like an error is really a security limit.

[17] For payments you typically post it here then use "Apply Payments" on page 10 to select which charges each payment applies to.



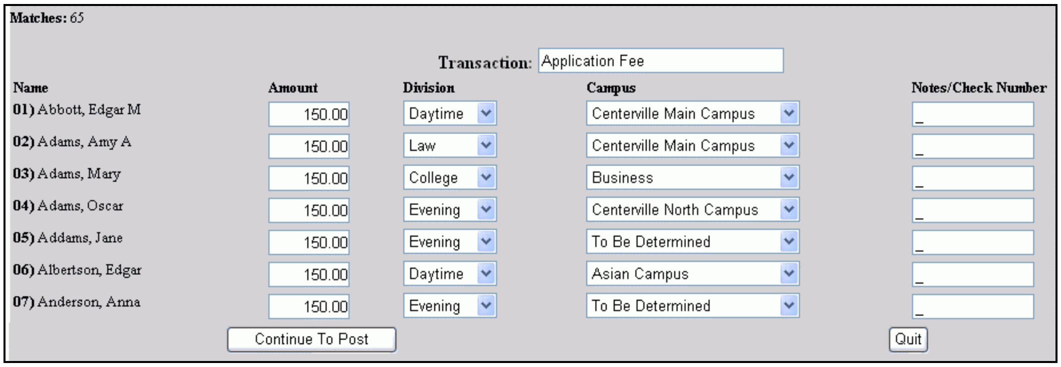
• Figure 71 Post Transactions



• Figure 72 Transaction Choices

Figure 71 shows an application fee of $150 for all applicants for 2004/05 Fall semester. Each of the pulldown boxes lists the valid choices. Figure 72 shows such a list of transactions. (These transaction choices are set up in "Transaction Codes" (page 66) by your SONISWEB® administrator as part of the customization process.)

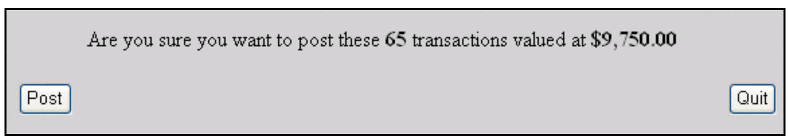
When you select the criteria in Figure 70, it overrides the entries at the bottom of Figure 71. The criteria that count for this transaction are the Dates, Divisions, and Campuses shown on the top of Figure 71.



• Figure 73 Preview Posting

Clicking the Preview button yields Figure 73. You can change the amount of each transaction and use the pulldown arrows to change other parameters. You can enter check numbers as documentation of receipt.

The Quit button leaves the transactions un-posted. The "Continue to Post" button yields Figure 74.

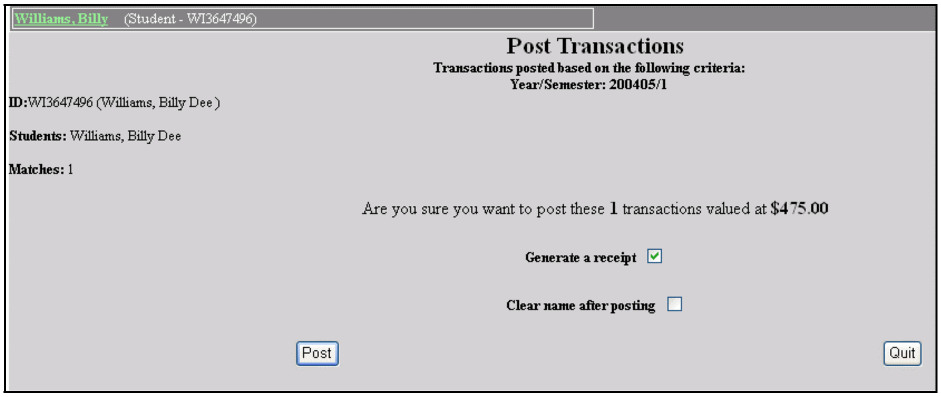


• Figure 74 Post Transactions Verification for Multiple People

You receive a verifying display like Figure 74. Click the Post button to post them so that they appear on the next bill and in the financial reports. Use the Quit button to stop the posting process.

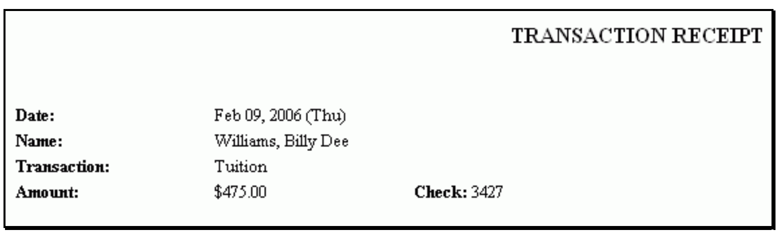
Post Transaction and Print Receipt for an Individual

The display shown in Figure 74 looks like Figure 75 when posting for an individual. This option is not available when posting transactions for more than one person.



• Figure 75 Post Transaction and Print Receipt for an Individual

As Figure 75 illustrates, you can generate and immediately print a receipt. To generate the receipt, before clicking the Post button click the "Generate a receipt" checkbox until a checkmark appears. When you click the Post button you see Figure 76. (You can arrange to build a custom receipt and have RJM Systems set some SONISWEB® "switches" to use your receipt in place of that standard receipt.)



• Figure 76 Receipt

The receipt in Figure 76 appears as a Web page. To print it, click the Web browser's print button. The receipt is then sent to the printer connected to your computer.

Click the link as shown on the right to return to Post Transaction.

> If you want to hold printing so that you can print the receipts as a group, place your printer in hold status before clicking the print button. When you are ready to print the receipts, release the printer hold.

Program Type Fees

Programs are set up by your academic officers in the Programs table. Where a fee is involved, financial staff may need to participate.

The Programs table must be set before these fees can be established. Setting up programs is covered in the SONISWEB® manual "Course and Section Processing". An example of the Programs table is shown in Figure 77. That list shows whether or not a program has a fee associated with it.

Programs

Record 41 - 50 of 57

Program Code	Program	CIP Code	Program Type	Disabled
NSCI1	Natural Sciences	0	No Fee	N
OFAD2	Office Administration - C	0	No Fee	N
OFAD3	Office Assistant - CA	0	No Fee	N
PIANO	Classical Piano	0	Classical Piano	N
PM	Pre-Medicine	0	Premed	N
PUAD1	Public Administration	0	No Fee	N
RDMG3	Room Division Management	0	No Fee	N
SCBI1	Biology	0	No Fee	N
SCCH1	Chemistry	0	No Fee	N
SECR	Secretarial Studies - CH	0	No Fee	N

Previous Next Add

• Figure 77 List of Programs

Click **Systems** (Figure 1) then <u>Program Type</u> (Figure 2). You get Figure 78.

Program Type

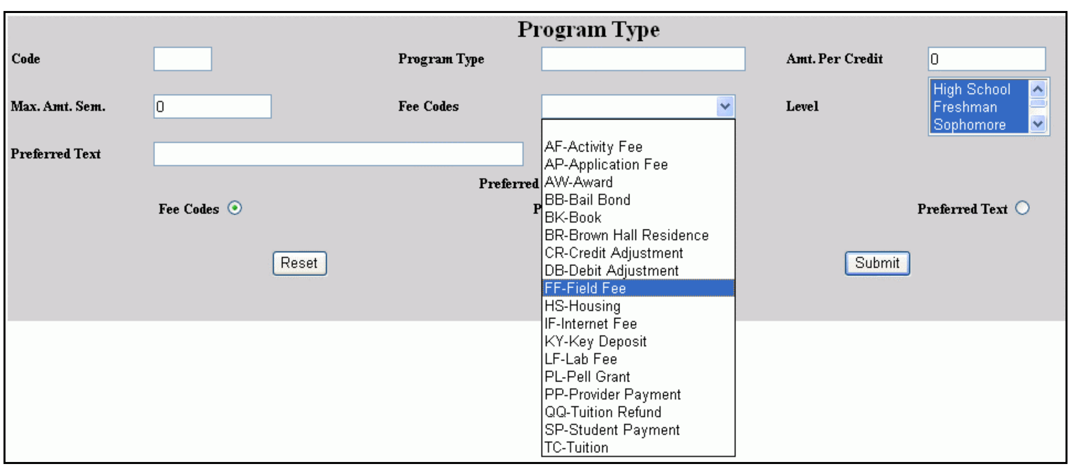
Record 11 - 20 of 28

Code	Program Type	Amt. Per Credit	Max. Amt. Sem.	Fee Codes	Level	Disabled
311	Classical Piano	400	1,000.00	AF	3	N
311	Classical Piano	400	1,000.00	AF	4	N
311	Classical Piano	400	1,000.00	AF	5	N
311	Classical Piano	400	1,000.00	AF	6	N
NF	No Fee	0	0.00		0	N
NF	No Fee	0	0.00		1	N
NF	No Fee	0	0.00		2	N
NF	No Fee	0	0.00		3	N
NF	No Fee	0	0.00		4	N
NF	No Fee	0	0.00		5	N

Previous Next Add

• Figure 78 Program Fee Description

Click the Add button to get Figure 79. Click an underlined Code abbreviation to get Figure 80.



• Figure 79 Add a Program Type Fee

Enter the information:

Code should be unique for the series (multiple levels) of program types as you see in Figure 78. It cannot be changed after you add it.

Program Type is a short descriptive name also duplicated as you see in Figure 78. It cannot be changed after you add it.

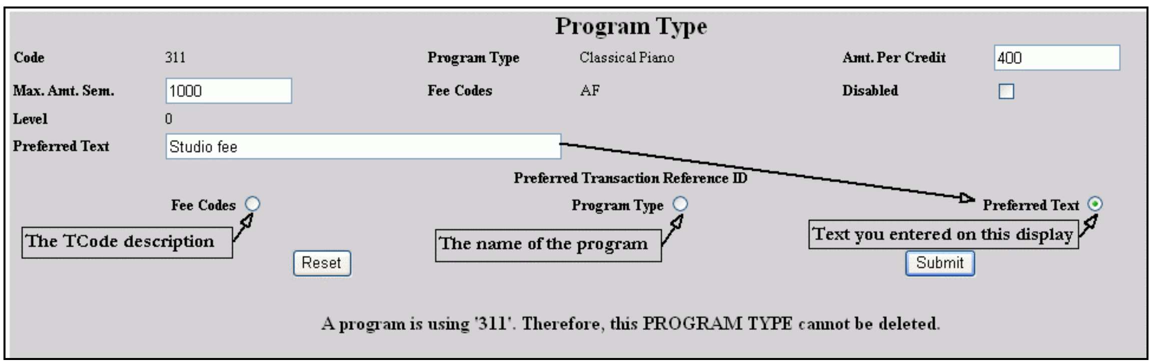
Am[oun]t Per Credit is the fee per credit hour.

Max[imum] Am[oun]t Sem[ester] is the maximum that a student can be charged for all fees for all program types. See "Program Type Fee Details" on page 80.

Level is the class-year this fee applies to. As Figure 78 shows, normally you use the same Code and Program Type description for all of the levels taking this program. It cannot be changed after you add it.

Fee Codes is the financial transaction code to use for this fee. Which code to use is determined by your financial staff.

The bottom of Figure 78 is best seen in the editing of a Program Type shown in Figure 80.



• Figure 80 Editing a Program Type Fee

The radio buttons specify what a student sees on his or her bill or ledger, the description of the fee:

Disabled: a checkmark means the fee is no longer used and will not be shown in any of the fee pulldown menus. To make a fee available again, click the checkbox until it's blank.

Fee Codes uses the standard financial transaction code ("TCode") description.

Program Type uses the program type description you entered such as "Classical Piano".

Preferred Text uses the text you entered in Figure 79 or Figure 80.

Click the Reset button to erase what you just entered so you can start over.

Click the Submit button to save your entries.

> You can have only one combination of Program Type Code and Fee Code. For example, if there are two activity fees (fee code = AF) of $2.00 and $3.00 for the Classical Piano program (code = CP), you must make one $5.00 entry in Figure 79 or Figure 80. You can have a separate lab fee (fee code = LF), field fee (FF), etc. but only one fee for each combination of program (CP) and fee code (AF, LF, FF, etc.).

Receivables

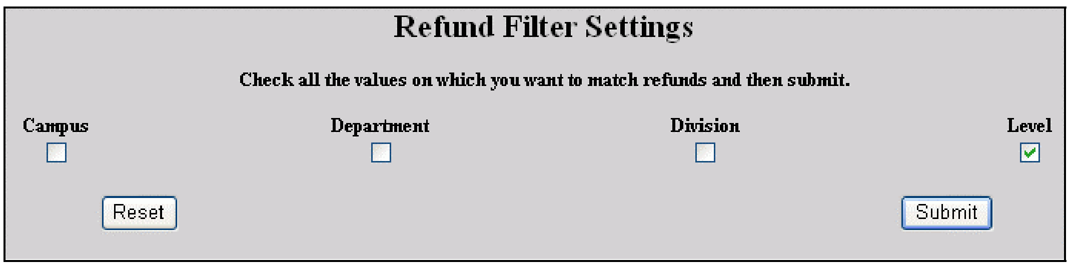
This receivables function is a quick way to look at the receivables – the unpaid charges – for a few persons. If you want a larger receivables report, see "Charges / Credits Report" (page 18), "Financials Report" (page 26), or "Student Ledger" (page 60).

Click **Financials** (Figure 1) then Receivables (Figure 2). The displays look like those in "Payables". See page 39 and the figures for payables.

Refund Filter Setting Table

To compute the refund, you need to set up the parameters in a similar way to "Flat Fee Filter" described on page 30.

When you click **Financials** (Figure 1) then Refund Filter Settings (Figure 2) that yields



• Figure 81 Refund Filter Settings

Figure 81.

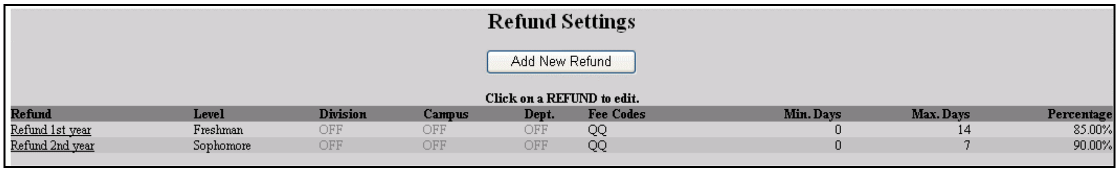
You may offer the same refund percentages to everyone or you may want them to be the same as those in the Flatfee Filter Settings shown in Figure 39. Make your choices in Figure 81 and then click the Submit button.

> Once you've set the filter in Figure 81, you can't "unset" it. Make sure these are the setting you want to live with into the future.

Refund Setting Table

This is required to use "Reverse Tuition" (page 56). First, set up the "Refund Filter Setting Table" above.

Click **Financials** (Figure 1) then Refund Settings (Figure 2). You get Figure 82.



Refund Settings

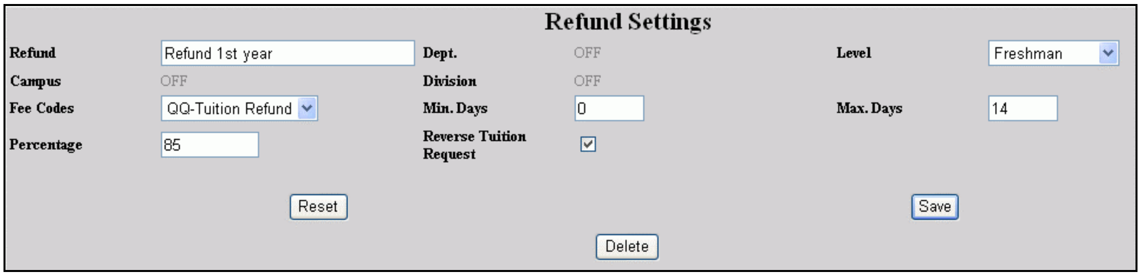
Add New Refund

Click on a REFUND to edit.

Refund	Level	Division	Campus	Dept.	Fee Codes	Min. Days	Max. Days	Percentage
Refund 1st year	Freshman	OFF	OFF	OFF	QQ	0	14	85.00%
Refund 2nd year	Sophomore	OFF	OFF	OFF	QQ	0	7	90.00%

• Figure 82 Refund Settings List

Use the Add button for a new refund definition like that in Figure 83. Click a Refund name to edit an existing filter.



• Figure 83 Refund Setting

In Figure 83 you name the refund. If you have set it for criteria in Figure 81, you have only those selections as you see in "Level". Note that Department, Campus, and Division have been turned off by Figure 81. You pick the financial transaction "Fee Codes" that apply.

Choose the minimum and maximum days and the percentage refund. In this example, a withdrawal between 0 and 14 days after enrollment gets an 85% refund. With the data entered, you click the Save button.

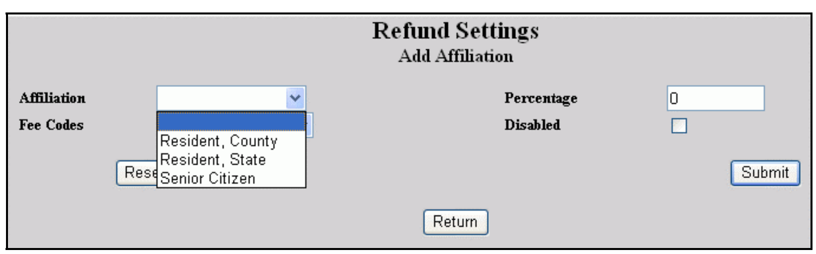
With the "Reverse Tuition Request" checkbox checked in Figure 83 you are offered reverse tuition when the course is withdrawn. With the "Reverse Tuition Request" checkbox blank you are offered only the refund display. See Figure 118 on page 78 for an example.

Once you've set Figure 83 and see the list in Figure 82, you click it and get the underlined Refund name for the editable version with an "ADD Affiliation" button. Click the button and you get Figure 85.

• Figure 84 Affiliations

In Figure 85 you give a different percentage refund to students with different affiliations such as in-state resident.

The refund percentage in Figure 83 is the default for those <u>not</u> meeting the Affiliation settings in Figure 85.



• Figure 85 Affiliation Percentage in Refund Settings

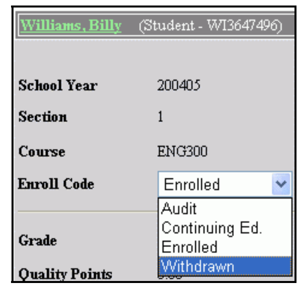
Reverse Tuition

Reverse Tuition[18] voids tuition charges posted to billing and builds reversing transactions for those posted to accounting.

On course withdrawal, Reverse Tuition (versus Refund) is only offered if:

1. Flatfee is checked in the System Variables table; see the manual "System Variables & Configuration".
2. "Reverse Tuition Request" is checked as part of the refund setting, page 54.
3. The student registered for the number of classes needed to qualify for a flat fee tuition.
4. The student's courses are withdrawn (WD), shown in Figure 86.

See "Reverse Tuition Example" on page 78.

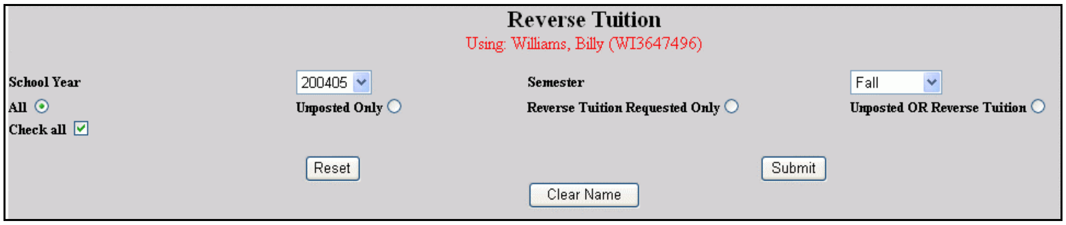


• Figure 86 Example of a Course Withdrawal

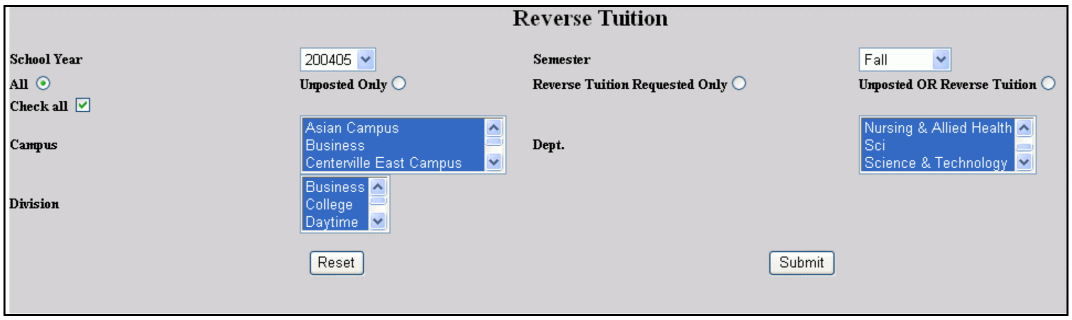
> Caution: where reverse tuition is against flat fees yet the student continues to be enrolled in one or more courses, a member of your staff needs to compute how much the student still owes and have that posted to the student's account using "Post Transactions" on page48.

Click **Financials** (Figure 1) then Reverse Tuition (Figure 2) to get Figure 87 or Figure 88.

[18] Reverse Tuition was called "Unposted Registrations" in prior versions of SONISWEB®.



• Figure 87 Reverse Tuition Prompt for an Individual



• Figure 88 Reverse Tuition Prompt for a Group of Students

Figure 87 is for an individual. To do reverse tuition for a group, click the Clear Name button in Figure 87 to get Figure 88. In Figure 88 you search by school year and semester to find all registered courses posted to billing.

All means any individuals with a tuition transaction for the school year and semester chosen in Figure 87.

Unposted Only covers any individuals who have at least one unposted course for the school year and semester and at least one tuition transaction for the same school year and semester.

Reverse Tuition Requested Only is for any persons who have at least one tuition transaction for the school year and semester marked for reverse tuition.

Unposted OR Reverse Tuition for any individuals who have at least one unposted course for the school year and semester and at least one tuition transaction for the same school year and semester or any individuals who have at least one tuition transaction for the school year and semester marked for reverse tuition.

Pick the radio button that suits your purpose in Figure 88.

Check all when checked makes the entries in Figure 89 appear with checkmarks. It's the choice if you expect to reverse nearly all the items. Click to remove the checkmark if you plan to reverse only a few of the items.

With all the settings as you want them, click the Submit button. You see Figure 89.

Reverse Tuition

School Year: 200405 **Semester:** 1

Batch: <number>: Some transactions are in an unposted batch. The batch must be posted or removed before the reversal can take place.

Reset Prior Course Charges	Name	Amount	PID
☑ Post to billing only (void only)	Adams, Mary	$2,780.00	AD4523155
☑ Post to billing only (void only)	Arnold, Jane	$601.00	AR1833324
☑ Post to billing only (void only)	Black, Jack	$500.00	BL4712133
☑ Some posted to accounting (minus)	Brown, Betty	$100.00	BR6007491
☑ Post to billing only (void only)	Chambers, Lisa	$940.00	CH1405893
☑ Post to billing only (void only)	Childress, Randolph	$579.00	CH1323139
☑ Post to billing only (void only)	Crosby, Bubba John	$1,400.90	CR3076958
☑ Post to billing only (void only)	Darwin, Charles	$300.00	DA3971184

Previous Refunds

Reference ID	Date	Refunded	Code
QQ-CSC110	01/09/2006	$275.00	QQ
QQ-ART200	01/16/2006	$318.00	QQ
QQ-ART200	01/16/2006	$318.00	QQ

Reset Submit

• Figure 89 Reverse Tuition

A checkmark by an entry in Figure 89 reverses tuition; remove a checkmark to <u>not</u> reverse tuition.

☑ Some posted to accounting (minus)	Longfellow, Henry W	$758.90	LO8849654

• Figure 90 Tuition Not Reversible

Figure 90 is an example of a tuition charge that had been post to accounting. Note that it's red. To follow proper accounting practices SONISWEB® posts a reversing transaction instead of voiding the original charges. The result in the person's record is:

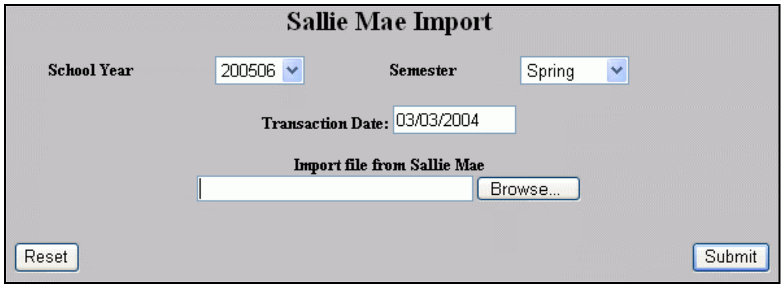
- If the tuition charge has <u>not</u> been posted to accounting, the transaction "accept" column is voided with a "v" in it.
- If it <u>has</u> been posted to accounting, a new transaction with a matching minus amount ("-758.90" in this example) will be posted to "zero out" the charge.
- In addition the person's Course records associated with each tuition charge transaction is set to "0" and can be found again should the "Post to Billing" function be run for the specific school year and semester.

At the bottom of Figure 89 is a list of previous refunds to help you keep track of what you've already refunded.

Sallie Mae Import

Make sure "Importer Tcodes" are properly set up before using this function. See page 36.

Click **Financials** (Figure 1) then Sallie Mae Import (Figure 2) and you see Figure 26.



• Figure 91 Sallie Mae Import

In Figure 26 pick the school year and semester the imported file is for.

Change the Transaction Date if needed.

Use the Browse button to find the file you received from Sallie Mae[19] and click the Submit button.

You receive confirmation or error messages if the file is not proper.

[19] See www.salliemae.com

Student Ledger

Click **Reports** (Figure 1) then Student Ledger (Figure 2) and you see Figure 92.

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Student Transaction - Ledger by ID Number

Adams, Mary - ID#: AD4523155 **Campus: BUSINESS**

Date of Transaction	School Year & Semester	Trans Code	Reference ID	Charges	Credits	Award Received	Check or Receipt Number	Balance
04/21/2005	200405 1	AW	NCAA	$0.00	$0.00	$0.00		$0.00
04/21/2005	200405 1	AP	Application Fee	$30.00	$0.00	$0.00		$30.00
04/21/2005	200405 1	AP	Application Fee	$30.00	$0.00	$0.00		$60.00
04/21/2005	200405 1	AF	Activity Fee	$9.00	$0.00			$69.00
11/10/2005	200405 1	IF	Internet Fee	$1.00	$0.00			$70.00
11/10/2005	200405 1	TC	Tuition for ART101	$480.00	$0.00	$0.00		$550.00
11/10/2005	200405 1	LF	Lab Fee for ART101	$100.00	$0.00	$0.00		$650.00
11/10/2005	200405 1	TC	Tuition for MME401	$2,200.00	$0.00	$0.00		$2,850.00
12/21/2005	200405 1	QQ	QQ	$0.00	$375.00	$0.00		$2,475.00

Adams, Mary - ID#: AD4523155 **9 Transactions** **Balance** **$2,475.00**

• Figure 92 Student Ledger Report

If you allow students online access you may never need to print this ledger. They can see both their bills and their ledgers as shown in Figure 93.

Figure 93 is an example of a student's online access to his or her ledger.

SonisWeb200

Update Bio Search

Student Ledger
for Mary Adams

Logout | Bio | Billing | **Ledger** | Schedule | Registration | Degree Audit

Date	School Year	Semester	Description	Charges	Credits	Awards Recvd	Total	Chk/Rcpt Num
04/21/2005	200405	1	NCAA			$0.00	$0.00	
04/21/2005	200405	1	Application Fee	$30.00			$30.00	
04/21/2005	200405	1	Application Fee	$30.00			$60.00	
04/21/2005	200405	1	Activity Fee	$9.00			$69.00	
11/10/2005	200405	1	Internet Fee	$1.00			$70.00	
11/10/2005	200405	1	Tuition for ART101	$480.00			$550.00	
11/10/2005	200405	1	Lab Fee for ART101	$100.00			$650.00	
11/10/2005	200405	1	Tuition for MME401	$2,200.00			$2,850.00	
12/21/2005	200405	1	QQ		$375.00		$2,475.00	

Viewing - Year: All Semester: All

Total Charges: **$2,850.00** Total Payments/Credits: **$375.00** Balance: **$2,475.00**

• Figure 93 Student's Online Ledger Display

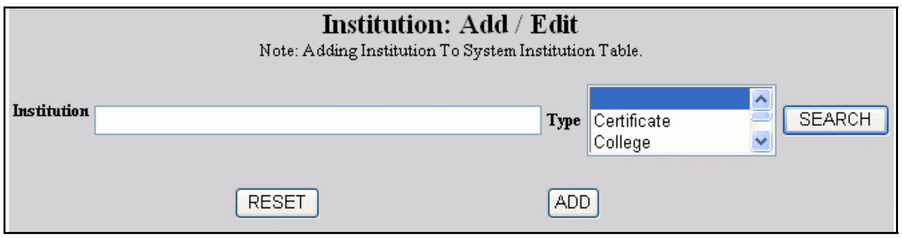
Third Party Billing

Third party billing is a variant of the awards process. To the student it's an award, but bills are needed to send to the third-party payees. Third-party billing is handled in this way:

1. If not already set up, establish an "Institution" that is the third-party payee.
2. Award the student the sum that the third-party has agreed to.
3. When all those being paid through the third-party have accepted their "awards", send the bill to the third party.

Third Party "Institution"

Under **Systems** click Institution: Add/Edit. You get Figure 94.



• Figure 94 Institution Add- Edit

Click the Search button in Figure 94 to see if the third-party "institution" exists. Use the Add button if you need to add the third-party.

• Figure 95 Third-Party "Institution"

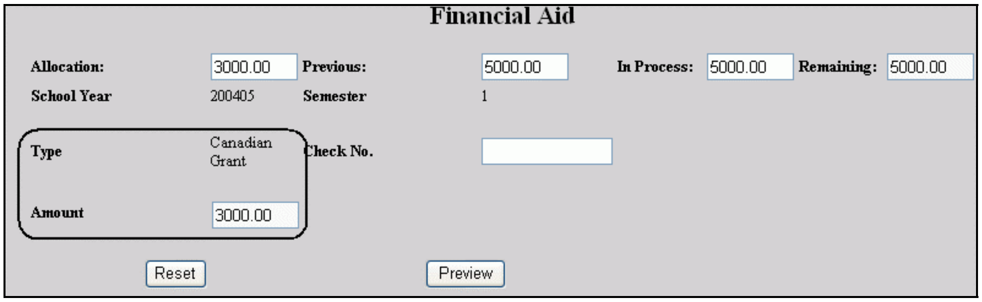
A third-party "institution" has the "3rd Party Billing" checkbox marked as seen in Figure 95.

Fill in the complete mailing address; it's needed for "Printing the Bills to the Third Party" on page 63.

Click the Submit button to save your changes.

Awarding Students for Third-Party Payment

Use the students' Financial Aid records to give them the award agreed to by the third-party.



• Figure 96 Financial Aid Award Display

Figure 96 shows a Financial Aid record with a third-party award. See the SONISWEB® manual "Financial Aid" for guidance in giving awards.

Checking the Bills to the Third Party

Before sending the bills shown in Figure 99, examine the third-party institutions' lists of students with awards.

Click **Reports** then Third Party Billing Summary (RB) to get Figure 97.

04/21/2006 10:47 AM

Third Party Billing

Institution	Semester	Award	Schedule Year	Amount Offered	Amount Received
Boston College	1	Presidential Scholarship	2004/05	$3,500.00	$0.00
Canadian Government	1	Canadian Grant	2004/05	$5,000.00	$0.00
Carnegie-Mellon	1	Pell Award	2004/05	$3,000.00	$0.00
Ripley's Junior College	1	NCAA	2004/05	$11,000.00	$0.00
TOTAL				$22,500.00	$0.00

• Figure 97 Third Parting Billing Detail Summary Page

This is a two level report. The summary shown in Figure 97 lists the third party "awards" with the third-party institutions underlined. Click an underlined Institution name for the detail shown in Figure 98.

Third Party Billing Return

Canadian Government
Ministry of Education
Box 2137
Toronto ON, M6S S1K

Canadian Grant
Semester: 1

Student	Schedule Year	Amount Promised	Amount Received	Balance Remaining
Artson, Manual (AR2274122)	2004/05	$5,000.00	$0.00	$5,000.00
TOTAL		$5,000.00	$0.00	$5,000.00

• Figure 98 Third Parting Billing Detail Institution Page

In Figure 98 there is one line for each student who accepted and/or received an award. Examine the students to make sure all the awards have been given.

Click Return in Figure 98 to go to Figure 97. These reports were built with ColdFusion™ so print them with your Web browser print icon.

Printing the Bills to the Third Party

Click **Reports** then Third Party Billing Summary (RB) to get Figure 99.

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SonisWeb200

Third Party Billing

Canadian Government
Ministry of Education
Box 2137
Ottawa ON M6S S1K

Student	Semester	Award	Schedule Year	Amount Offered	Amount Received
Artson Manual (AR2274122)	1	Canadian	2004/05	$5,000.00	$0.00
				Total Amount Accepted:	$5,000.00
				Total Amount Received:	$0.00
				Amount Due:	**$5,000.00**

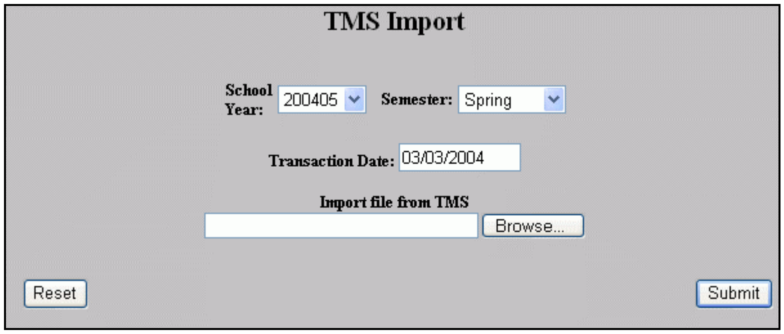
• Figure 99 Third Party Billing Summary Report (Bills)

Figure 99 is in alphabetical order by Institution, one page per Institution ready for printing and mailing. All the students are listed with the awards offered and accepted and the total owed by the third-party.

TMS[20] Import

Make sure "Importer Tcodes" are properly set up before using this function. See page 36.

Click **Financials** (Figure 1) then TMS Import (Figure 2) and you see Figure 26.



• Figure 100 TMS Import

In Figure 26 pick the school year and semester the imported file is for.

Change the Transaction Date if needed.

Use the Browse button to find the file you received from TMS and click the Submit button.

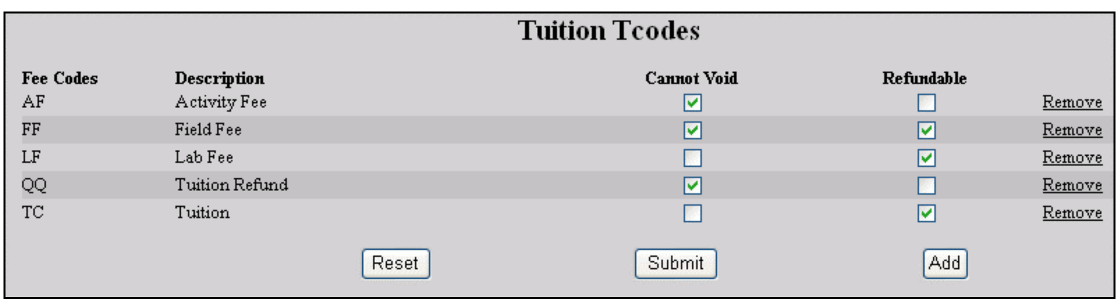
You receive confirmation or error messages if the file is not proper.

Tuition Tcodes

A person authorized to maintain Student records but not authorized to enter financial transactions can use a limited set of "tuition" transactions to correct or add appropriate charges. To see how it's used, check the SONISWEB® manual "Student, Faculty, Applicant, and Alumni/ae Record-keeping".

You set the limited transaction codes here.

Click **Systems** (Figure 1) then Tuition Tcodes (Figure 2) to get Figure 101.



Tuition Tcodes

Fee Codes	Description	Cannot Void	Refundable	
AF	Activity Fee	☑	☐	Remove
FF	Field Fee	☑	☑	Remove
LF	Lab Fee	☐	☑	Remove
QQ	Tuition Refund	☑	☐	Remove
TC	Tuition	☐	☑	Remove

Reset Submit Add

• Figure 101 Tuition Tcodes Table

As you see in Figure 101 you can Remove or Add a code and you can change what can be done with them.

[20] See Tuition Management Systems, www.afford.com

Cannot Void means that the administrator can use the "Tcode" to enter an amount either as debit or as credit but cannot void a charge with the code.

Refundable checkbox means the transaction can be part of the refund process.

Transaction Codes

Click **Systems** (Figure 1) then Table Maintenance (Figure 2) and pick Transaction Codes from the list of tables.

Filling in this table, shown in Figure 102, requires:

- A person from your accounting or finance department to guide you in the accounting requirements for your institution.
- A review of those processes that use transaction codes such as financial aid, course fees, affiliation fees, etc.
- The code of accounts used by your institution.

Filling in this table is best done by filling in the Transaction Code Mapping table (page 70) at the same time.

Table Maintenance - *tcodes*

ADD New Record

OR Edit Record (click on Button in the row): Sort Order

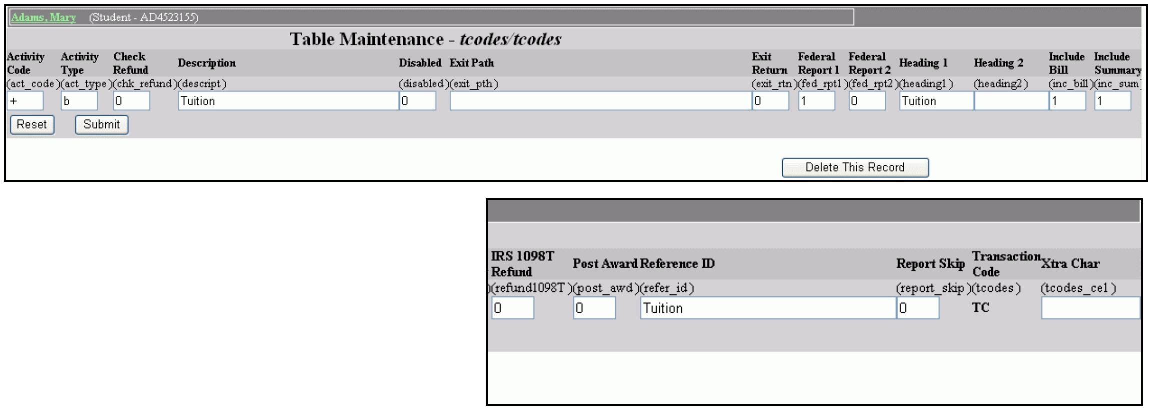
Activity Code	Activity Type	Check Refund	Description	Disabled	Exit Path	Exit Return	Federal Report 1	Federal Report 2	Heading 1	Heading 2	Include Bill	Include Summary	IRS 1098T Refund	Post Award	Reference ID	Report Skip	Transaction Code	Xtra Cha
(act_code)	(act_type)	(chk_refund)	(descript)	(disabled)	(exit_pth)	(exit_rtn)	(fed_rpt1)	(fed_rpt2)	(heading1)	(heading2)	(inc_bill)	(inc_sum)	(refund1098T)	(post_awd)	(refer_id)	(report_skip)	(tcodes)	(tcodes_
+	b		Activity Fee	0		0	0	0	Activty	Fee	1	1	0	0	Activity Fee	0	AF	
+	b	0	Application Fee	0	0	0	0	0	App	Fee	1	1	0	0	Application Fee	0	AP	0
+	b		Field Fee	0		0	0	0	Field	Fee	1	1	0	0	At-Sea Training Fees	0	FF	
=	a	0	Award	0		0	0	1	Award		1	1	0	0	Award	0	AW	
+	b		Book	0		0	0	0	Books		1	1	0	0	Books	0	BK	
-	c	0	Credit Adjustment	0		0	0	0	Credit	Adjust	0	0	0	0	Credit Adjustment	0	CR	
-	c	0	Pell Grant	0		0	0	0	Pell	Grant	1	1	0	1	Pell Grant	0	PL	
-	c	0	Provider Payment	0	x	0	0	1	Provider	Payment	1	1	0	1	Provider Payment	0	PP	

• Figure 102 Transaction Codes Table

This is where you define the specific codes used to identify financial transactions in financial aid and billing and to specify how these financial transactions should be classified.

SONISWEB® will not allow you to remove a transaction once it is used. This is to maintain accounting integrity.

Click the Transaction Code or the Add button in Figure 102 for the detailed record shown in Figure 103.



• Figure 103 Transaction Code Detailed Record

The record is a wide one, so the right side is tucked beneath the left side in Figure 103.

If you clicked the Add button in Figure 102, Figure 103 will be mostly blank. If you clicked a transaction code button like , you get a filled-in version you can change. However, you cannot change the transaction code after you have added it.

Activity Code:
Here you enter one of three symbols to indicate the transaction code. A minus sign (**-**) indicates a credit, a plus sign (**+**) indicates a debit, and an equal sign (**=**) indicates an award[21] offer.

Activity Code	Activity Type	Check Refund	Description
(act_code)	(act_type)	(chk_refund)	(descript)
+	b		Field Fee
=	a	0	Award
-	c	0	Credit Adjustment

• Figure 104 Activity Code through Description

Activity Type:
Use an "**a**" for awards, a "**b**" for billing amounts (debits), a "**c**" for credits, and an "**h"** for housing. See the text "Housing" for examples of its use.

Check Refund
If (1) you use a direct interface to one of the supported accounting systems and (2) you have set up the interface to SONISWEB®, a 1 (the digit one) causes that accounting system to print a check. See page 42 and check the details of your accounting system for support of this feature. Support will differ with different accounting systems.

Description:
This is the explanation or the name of the transaction for which you specified a code. This is displayed when you post a transaction.

Disabled:
A 1 (the digit one) means this transaction code will not be visible and cannot be selected in any display where a transaction code is selected. In effect it's deleted since it can't be used.

A 0 (the digit zero, not the letter O) means it is available.

---

[21] An award expectation or offer or intention is not a financial transaction. The "offer" is stored in the user's transaction records so that it can be used to match payments as they arrive. See the text "Financial Aid" for information on how this process works.

Exit Path and Exit Return:
These are set individually for each school by RJM Systems, Inc. when the school requires special transaction processing.

Federal Report1:
Used for IRS 1098T processing, a 1 (the digit one) means this transaction is for valid amounts billed or valid payments received. You see it in Figure 102.

Federal Report2:
Used for IRS 1098T processing, a 1 (the digit one) means this transaction is for valid scholarships and grants, excluding loans.

Heading 1 and Heading 2:
This is for column headings on reports. **Heading 1** is the first line of the column heading is and **Heading 2** is the second line, if you need it.

Include in Bill:
If you want this transaction to be included in the student bill, enter a 1 (the digit one). Otherwise enter a 0 (the digit zero). Some schools prefer not to show award offers[21] on the bill.

Include in Summary:
If you want this transaction to be included in the system's summary reports, enter a 1 (the digit one). Otherwise enter a 0 (the digit zero).

IRS 1098T Refund:
This column is used to fill in certain boxes in the electronic IRS 1098T form; see the manual "Form 1098T Processing".

Post Award:
If this transaction is used for posting a payment against an award offer, you enter a 1 (the digit one). The transaction will require a valid award offer to have been entered on the appropriate student record and then will post against that award offer. Only one or two transactions are used for posting payments to awards offers. For all other transactions, enter a 0 (the digit zero). See the "Financial Aid" text for insight into Post Award.

Post Award	Reference ID	Report Skip	Transaction Code
(post_awd)	(refer_id)	(report_skip)	(tcodes)
1	Pell Grant	0	PL
1	Provider Payment	0	PP

• Figure 105 Post Award through Transaction Code

Report Skip:
Some reports let users choose which financial transactions to include in their report. With a 1 (the digit one) in this column, the transaction code will not be offered in the report prompt.

Reference ID:
What you type here is what is printed on the bill, in the student's Web-viewed ledger, in the receivables listing, and in many other displays and reports as an explanation of the transaction.

Transaction Codes:
Enter a two-letter code here to identify each financial transaction. It appears as a button in Figure 102 that you click to edit the transaction as seen in Figure 103. Once you've given a transaction a code, you can't change it.

Xtra Char

This is a custom field used by some customers. If you don't use it, enter any alphanumeric character.

Click the Reset button to erase what you entered in Figure 103 and start over.

Click the Submit button to save your entries.

Click the Delete button <u>if you have never used the transaction</u>.

Once you have used a transaction code you cannot delete it, you can only disable it so it will not be offered in a pulldown nor selected for a posting.

Codes for ELM, Sallie Mae, and TMS Imports

As noted on pages 21, 59, and 64, you must set up "Post Award" payment transactions that can be used for these imports. Once established in Figure 106, you use them in setting "Importer Tcodes" on page 36.

Table Maintenance - *tcodes*

ADD New Record

OR Edit Record (click on Button in the row): Sort Order

Activity Code	Activity Type	Check Refund	Description	Disabled	Exit Path	Exit Return	Federal Report 1	Federal Report 2	Heading 1	Heading 2	Include Bill	Include Summary	IRS 1098T Refund	Post Award	Reference ID	Report Skip	Transaction Code	Xtra Cha
(act_code)	(act_type)	(chk_refund)	(descript)	(disabled)	(exit_pth)	(exit_rtn)	(fed_rpt1)	(fed_rpt2)	(heading1)	(heading2)	(inc_bill)	(inc_sum)	(refund1098T)	(post_awd)	(refer_id)	(report_skip)	(tcodes)	(tcodes_c
-	c	0	4S Payment	0	x	0	0	1	4S	Payment	1	1	0	1	4S Payment	0	P2	x
-	c	0	Elm Payment	0	x	0	0	1	Elm	Payment	1	1	0	1	Elm Payment	0	EL	x
-	c	1	SU Payment	0	x	0	0	1	SU	payment	1	1	0	1	Su Paument	0	P3	x
-	c	0	TMS Payment	0	x	0	0	1	TMS	Payment	1	1	0	1	TMS Payment	0	TM	x

• Figure 106 Examples of Transaction Codes (TCodes) for use by ELM, Sallie Mae, and TMS Imports

Figure 106 shows examples of transaction codes set up for use in this importing. All have the "Post Awards" field set to 1 (the digit one) so that these can be set in "Importer Tcodes" on page 36. For additional information on setting up transaction codes, refer to "Transaction Codes" on page 66.

Transaction Code Mapping

If you use "The Financial Edge®" for your accounting, you use a special interface named "EdgULink" instead of this table.

For pledge payments, you see the manual "Development and Fundraising" where a similar table maps pledge payment and gifts.

For everything else this table maps the Transactions Codes (page 66) to your chart of accounts so you can "Post (Export) to Accounting System" (page 42). Normally this table and the "Transaction Codes" (page 66) are filled out together.

Click **Systems** (Figure 1) then Transaction Code Mappings (Figure 2).

Transaction Code Mappings

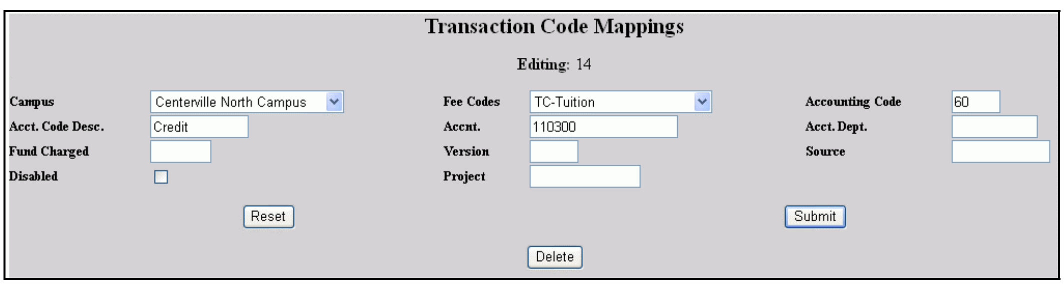
Add New Mapping

Campus	Fee Codes	Acct. Code Desc.	Accnt.	Acct. Dept.	Fund Charged	Disabled
Centerville Main Campus	AF	Credit	110300			N
Centerville Main Campus	LF	Credit	110300			N
Centerville Main Campus	SR	Debit	130000			N
Centerville Main Campus	TC	Debit	110300			N
Centerville North Campus	AF	Debit	110300			N
Centerville North Campus	LF	Debit	110300			N
Centerville North Campus	SR	Credit	130000			N
Centerville North Campus	TC	Credit	110300			N
Centerville South Campus	LF	credit	3456789			N
European Campus	IF	Debit	110100			N
To Be Determined	AF	Credit	110100			N
To Be Determined	AF	Debit	110400			N
To Be Determined	AF	Credit	110500			N

• Figure 107 Transaction Code Mapping List

To edit a mapped code, click its underlined "Fee Code" in Figure 107.

To add an new mapping, click the Add button.



• Figure 108 Transaction Code Mapping Detailed Record

Figure 108 is the result of clicking a Fee Code in Figure 107.

> This table should be filled out by your accountants. It refers to the chart of accounts in your accounting system.

Top to bottom, left to right, the fields are:

Campus-Fee Code Combination
You need at least one entry for every fee code within every campus. For example, if you have four campuses, the basic tuition code TC must be defined at least four times in this table.

Acct. Code Desc.
The description your accountants expect for this code.

Fund Charged:
You have the option[22] of naming the fund to be charged.

Disabled:
A 1 (the digit one) means this mapping will not be visible and cannot be selected in any display with a selection. In effect it's deleted since it can't be used.

A 0 (the digit zero, not the letter O) means it is available.

Fee Codes
The SONISWEB® transaction code set in "Transaction Codes", page 66.

Acc[ou]nt:
This is the code used by your accounting system for the transaction; it's the number in your chart of accounts.

Version:
Used internally by SONISWEB® (therefore it may not appear when you display the table).

Project
Used where the Fee Code above is connected to a project with an name or ID that you enter here.

Accounting Code:
Enter a 10 for a debit or a 60 for a credit.

Acct. Dept.
Optionally[22] you can name the department to which this account is assigned and, therefore, to which this transaction will be assigned.

Source:
You have the option[22] of naming the source of the funding.

For a new entry, you click the Add button to enter it. After editing an existing item, you click the Submit button to save your change.

You return to Figure 107.

Transaction Register

The transaction register is a list of transactions that you can view and print.

Click **Reports** (Figure 1) then Transaction Register(RB)[6] or Transaction Register (Figure 2) and you see Figure 109.

[22] If you are exporting electronically to an accounting system, some of the "optional" fields may not be optional. Your accounting staff can tell you which are required and which are truly optional.

> If you want to do analysis on the transactions, <u>Transaction Register(RB)</u> lets you choose the output as a spreadsheet. See the "Excel" choice in Figure 22 on page 18.

Depending on your role-based authorization you get a "Report Generator" display (e.g., Figure 22) with some options from which to choose. You can pick the date range of transactions you want to see. You may also be able to make other choices, such as campus, or your authorization may automatically limit you to a specific set of records.

02/10/2006 03:00:12 PM SonisWeb200 Page 20 of 20

Transaction Register

ID#	Name	TCode	Awd ID	Description	Amt Offered	Amount	Trans Date	Awd Posted	Void	Year/ Sem	GL Posted	Check #	Invoice #	Date Maint
AR1833324	Arnold, Jane	FF		Tuition for AUT100	$0.00	$300.00	02/01/2006	NO		200405/1	NO			02/01/20
AR1833324	Arnold, Jane	BK		Tuition for Dan001	$0.00	$266.64	02/01/2006	NO		200405/1	NO			02/01/20
AR1833324	Arnold, Jane	IF		Internet Fee for Dan001	$0.00	$5.00	02/01/2006	NO		200405/1	NO			02/01/20
EM7983242	Emmons, Daniel	IF		Internet Fee	$0.00	$1.00	02/07/2006	NO		200405/1	NO			02/07/20
EM7983242	Emmons, Daniel	TC		Flatfee Tuition	$0.00	$160.00	02/07/2006	NO		200405/1	NO			02/07/20
WI3647496	Williams, Billy	TC		Tuition	$0.00	$475.00	02/09/2006	NO		200405/1	NO	3427		02/09/20
EM2901574	Emmons, Alice	TC		Tuition	$0.00	$11.00	02/23/2006	NO		200405/1	NO			01/16/20
EM2901574	Emmons, Alice	SP		Student Payment	$0.00	$198.00	02/28/2006	NO		200405/1	NO			01/16/20

• Figure 109 Example of a Transaction Register

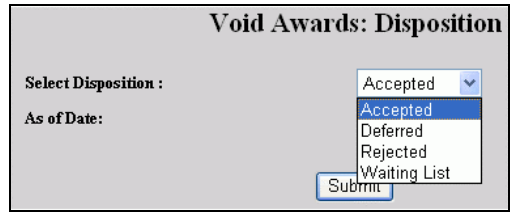
Figure 109 is an example of the report. You can page through it on your display.

You navigate from page to page and print it using the arrows and the printer icon shown in Figure 17 or Figure 18 (page 13).

Void Awards: Disposition

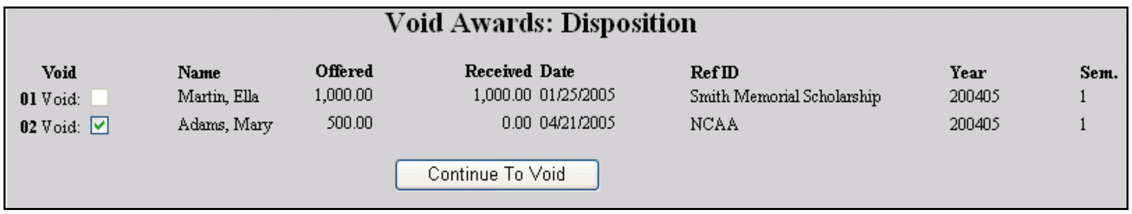
Applicants can be awarded a grant, loan, or scholarship, usually contingent on admission. Where they are rejected or differed, you usually want to void the award offer. With this function, you can void those awards based on disposition.

Click **Financials** (Figure 1) then Void Awards: Disposition (Figure 2) to get Figure 110.



• Figure 110 Void Awards: Disposition Prompt

Pick the Disposition and enter an "As of Date" if you don't want to use today's date. Click the Submit button to get Figure 111.



• Figure 111 Void Awards: Disposition

Those who have not received a payment have checkmarks beside their names in Figure 111. If you don't want a person's award voided, click the checkbox until the checkmark is gone.

Those with an empty space where the checkbox appears have already received payment. They appear in Figure 111 so you know you'll need to get repayment from the person.

With the checkmarks where you want them, click the "Continue to Void" button.

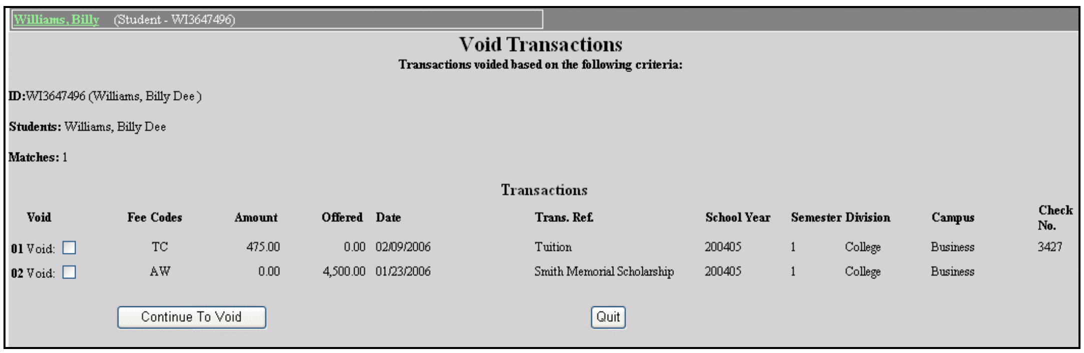
You get a confirming display with Void and Quit button as the final step.

Void Transactions

The easiest way to void tuition charges is "Reverse Tuition" on page 56. For charges other than tuition, use this function.

Once a transaction has been "batched" – see "Post (Export) to Accounting System", page 42 – it cannot be voided. To "change" a batched transaction you must use "Post Transactions" (page 48) to enter a new debit or credit transaction reversing the funds flow. Both the original and the reversing transactions will appear on bills and reports.

Click **Financials** (Figure 1) then <u>Void Transactions</u> (Figure 2) to get a display like Figure 19. You can pick an individual by name or ID. You can pick a category by division or campus. Select the school years(s) and semester(s) you want and click the Search button.



Williams, Billy (Student - WI3647496)

Void Transactions

Transactions voided based on the following criteria:

ID:WI3647496 (Williams, Billy Dee)

Students: Williams, Billy Dee

Matches: 1

Transactions

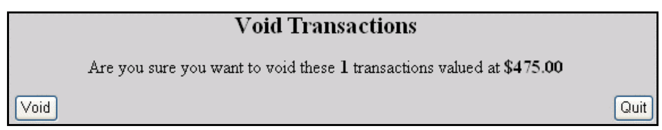
Void	Fee Codes	Amount	Offered	Date	Trans. Ref.	School Year	Semester	Division	Campus	Check No.
01 Void: ☐	TC	475.00	0.00	02/09/2006	Tuition	200405	1	College	Business	3427
02 Void: ☐	AW	0.00	4,500.00	01/23/2006	Smith Memorial Scholarship	200405	1	College	Business	

Continue To Void   Quit

• Figure 112 Void Transactions List

You get a list of one or more persons who meet your selection criteria and a list of charges that have <u>not</u> been posted to accounting as illustrated in Figure 112. If the list does not contain what you need, click the Quit button and start over. Click the check box beside every transaction you want to void. Click the Continue to Void button. You get Figure 113.

This confirmation display is illustrated in Figure 113. Again you can use the Quit button to stop the process. Click the Void button to void the transactions.



Void Transactions

Are you sure you want to void these **1** transactions valued at **$475.00**

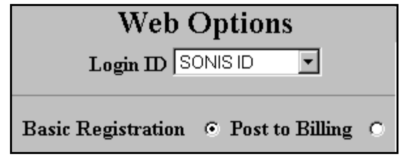
Void   Quit

• Figure 113 Void Transactions Totals

DETAILS

Bill Posting Options

The setting of the registration buttons (Figure 114) in the function **Systems** - Web Options determines when posting occurs.



• Figure 114 Post to Billing Web Opts

- If the "Basic Registration" button is "on", no fees are posted until you post as described on page 45. If you prefer to bill after the add-drop period you should choose Basic Registration so you can time when fees are applied to the bill.
- If "Post to Billing" is "on", the fees are posted immediately. Schools that provide evening community courses with immediate billing can set a different time period for those students to register and set Post to Billing on for that registration period. However, if you add or drop courses after posting to the bill or any fees change, you must manually change each billing transaction.

The "Web Ops" settings are usually coordinated by the Bursar and the Registrar.

Flat Fees Applied

The flat fee table is used in this way:

- During registration the student, a faculty advisor, or administrator selects the courses and specifies which are for credit, which are for continuing education, and which are audited.
- SONISWEB® compares the student's criteria (Class-level, department, division, etc.) against those in the flat fee table. You see those criteria in Figure 43.
- If the student meets those criteria, SONISWEB® compares the for-credit hours against the minimum ("From") and maximum ("To") hours.
- SONISWEB® checks the student's Biographic record to see if she or he has an Affiliation or not. That determines whether an Affiliation fee or the cost in Figure 43 is applied.
- If all criteria are met, SONISWEB® replaces the costs of all for-credit courses with the flat fee. Figure 115 illustrates this.

Broadhurst, Pamela (Student - 333333333)

Registration

Trans. Ref.	School Year	Semester	Invoice	Credits	Amount
Field Fee	200102	1	CA177	0.00	$221.00
Flatfee	200102	1	CA178	13.00	$3,777.00
Internet Fee for MATH200	200102	1	CA178	0.00	$50.00
Lab Fee for EECalc90	200102	1	CA178	0.00	$100.00
Lab Fee for MATH200	200102	1	CA178	0.00	$175.00
Lab Fee for PH101	200102	1	CA178	0.00	$50.00

Total credits: 13.00 **Total Charges:** $4,373.00

Remove Pending Courses and Start Over | Register But Do Not Post

• Figure 115 Example of Flat Fee Estimate During Registration

Note that the flat fee does not replace other added course, section, or semester fees.

Payment Plans Example

To assign a payment plan, use **Names** to find the person and click Payment Plans from the function list. That yields Figure 116.

Abbott, Edgar (Student - 333333334)

Payment Plans

Payment Plan	Agreed Date	Start Date	School Year	Agreed Amount
3-Payment Plan	12/19/2005	01/07/2006	200405	$0.00
4-Payment Plan	01/18/2006	01/07/2006	200304	$1,550.00

Select Payment Plan:

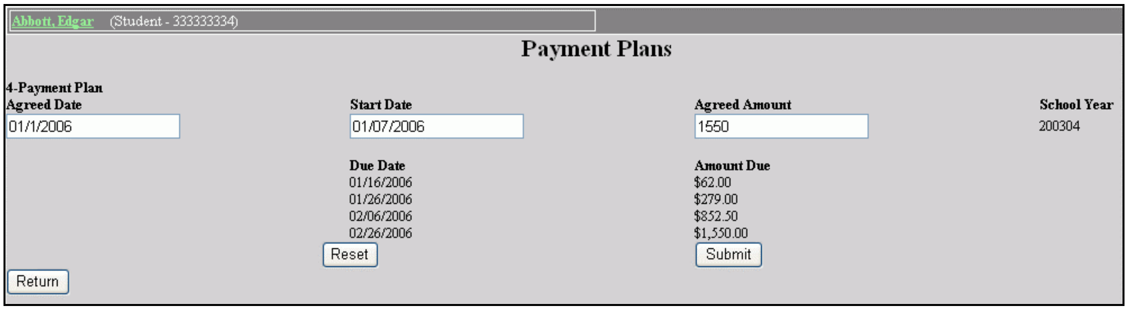
ADD

• Figure 116 Payment Plan Assignment

To add a new one, use the "Select Payment Plans" pulldown to select a plan then click the Add button.

You can't totally delete a plan but you change the "Agreed Amount" to zero where you want to substitute a new plan. You see that has happened in Figure 116.

For an existing plan, click its underlined name and you get Figure 117.

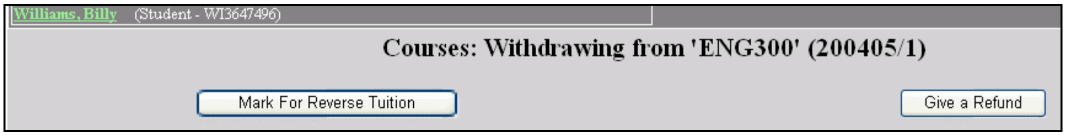


• Figure 117 Payment Plan Details

Here you can change the dates and the agreed amount. Click the Submit button and SONISWEB® uses the Start Date and Agreed Amount to compute the due dates and amounts as you see at the bottom of Figure 117. The "Amount Due" is <u>cumulative</u> based on the percentages in Figure 57.

Reverse Tuition Example

If the criteria in "Reverse Tuition" on page 56 are correctly set and you withdraw a course (Figure 86 on page 56) you are asked if you want to do a reverse tuition or a refund. If "Reverse Tuition Request" is not checked (Figure 83) you only get a refund display; you will not be offered reverse tuition.



• Figure 118 Example of the Reverse Tuition - Refund Choices

Following the withdrawal in Figure 83, you see Figure 118 with your choices. Clicking the Mark… button gives the message in Figure 119.

A Reverse Tuition Request has been set for this course.

• Figure 119 Reverse Tuition Confirmation Message

When you click Reverse Tuition (Figure 2) you see the marked items appear as described on page 56ff.

> Caution: where reverse tuition is against flat fees yet the student continues to be enrolled in one or more courses, a member of your staff needs to compute how much the student still owes and have that posted to the student's account using "Post Transactions" on page 48.

Record-keeping Processes and Standards

SONISWEB® keeps data for billing, accounts receivable, awards, financial aid and payables. It has an interface for exporting transactions to accounting systems either as printed journal entries, a file of the journal entries (page 7), or – as an optional feature – electronically to The Financial Edge®.

SONISWEB® enforces some standard accounting practices:

- Charges do not appear on bills or in accounts receivable until you apply them to billing as described in "Billing", page 14. This is useful. You can register students and hold the posting of their charges until you are ready to bill them, then apply all the charges as a group and print the bills.
- An item can be voided (see "Void Transactions", page 74) until it is posted to a batch of transactions. The process of creating batches is described in "Post (Export) to Accounting System" on page 42.
- Once a transaction is part of a batch it cannot be voided. Since you cannot change the transaction you must enter a new debit or credit transaction reversing the funds flow. Both the original and the reversing transactions will appear on bills and reports.

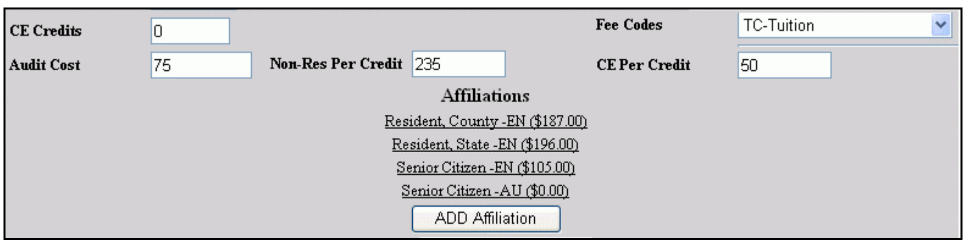
- Awards are treated as intentions or estimates and do not become financial transactions until the actual award payment is entered as a transaction (see “Post Transactions”, page 48).
- Most of the charges are computed as part of the enrollment or housing assignment processes.
- Financial Aid and Awards are usually handled by a specialized staff, so they are described in the separate “Financial Aid” text.

Sources of Financial Transactions

Financial transactions come from these sources:

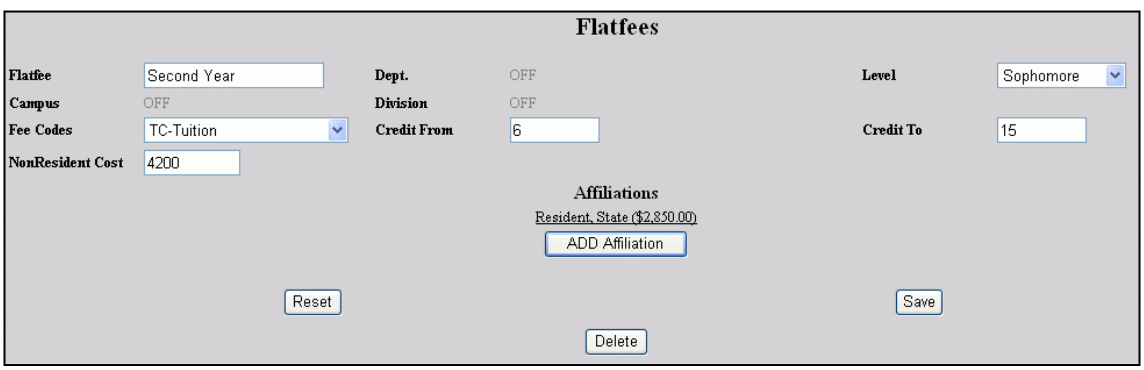
Tuition calculations

The calculation is made when a student is registered. The calculation is based on either a charge per credit-hour, charge per CE (continuing education) “credit”, an audit fee, or a flat fee.



• Figure 120 Course Record Charge Data (Other Data Not Shown)

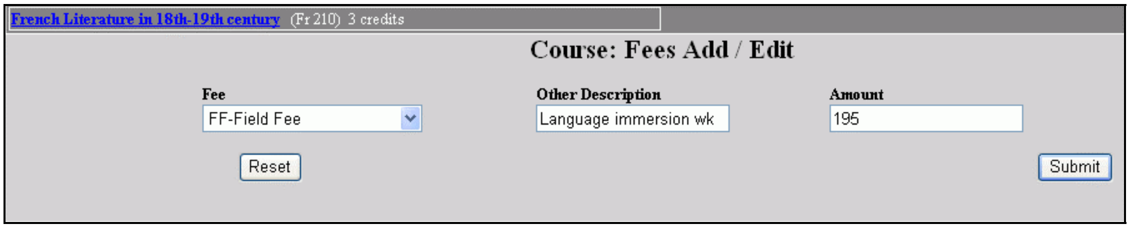
The basis for tuition charges is in each course record as shown in Figure 120. These fees are set up with the **Courses** - Course: Add/Edit function.



• Figure 121 Flat Fee Parameters and Charges

The basis for tuition charges where fixed “flat fees” apply is shown in Figure 43 (page 32). These are set up in “Flat Fees” (page 31).

Course Related Fees



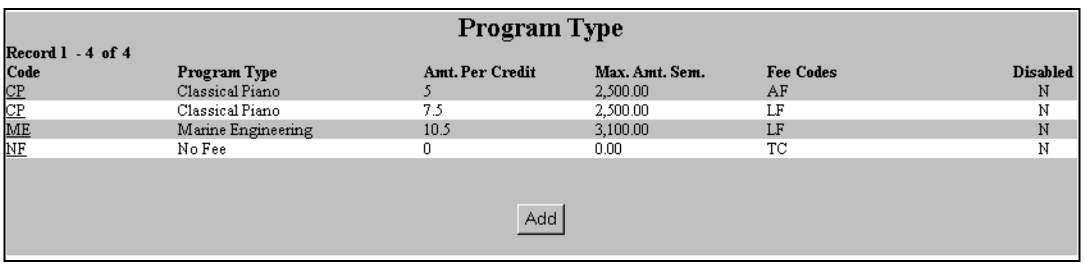
• Figure 122 Additional Course Fees

Lab and publications fees are the most common course-related additional fees. Figure 122 is an example of adding fees. They are set up in using the **Courses** - Course Fees: Add/Edit function.

Individual course sections may also have special fees assigned. For example, a section taught overseas might incorporate the travel and housing to that location that would not apply to course sections taught locally. The fees for that section only are set up using **Courses** - Section Fees: Add/Edit function. The display is nearly identical to Figure 122.

> To change a large number of fees for courses, use the "Fee-Affiliation Utility" on page 22.

Program Type Fee Details



Program Type

Record 1 - 4 of 4

Code	Program Type	Amt. Per Credit	Max. Amt. Sem.	Fee Codes	Disabled
CP	Classical Piano	5	2,500.00	AF	N
CP	Classical Piano	7.5	2,500.00	LF	N
ME	Marine Engineering	10.5	3,100.00	LF	N
NF	No Fee	0	0.00	TC	N

Add

• Figure 123 Program Fees

These are fees tied directly to a program. For each program you can have one category of fee – Activity Fee (AF), Lab Fee (LF) – with a charge per credit hour. Typically this compensates for special facilities required for a program. See "Program Type Fees", page 52.

With Program Fees the calculation follows these rules:

- If the student is not assigned to a program with a program fee, there is no program fee calculation.
- If the student is assigned to a program with a fee code then:
  - If the maximum amount is zero, no maximum test is made. All the additional fees are applied.
  - If there is a maximum amount assigned, SONISWEB® tests to see if that maximum for that Fee Code has been reached. If it has not, the program fee is added. If the maximum has been reached, the fee is not added.

For example, if the student already had Lab Fees (code = LF) totaling $236, the calculations shown in this table would be made.

Fee per semester hour for this Fee Code	$7.50
Semester hours for this course	3
	$22.50
Maximum set for this Fee Code	$250.00
Total already charged under this Fee Code	$236.00
	$14.00

Only $14 of the potential $22.50 will be added in this example.

This maximum is checked no matter the source of the fees. In this example, Lab Fees can come from courses, course sections, additional all-student fees, and program fees. SONISWEB® will total the fees from all sources before applying the program fee.

Semester and Yearly Fees

Activity fees and network connection fees are usually applied for a semester or per credit. They are applied when the student registers for courses. Setting these fees is described in “Additional Fees”, page 7.

Housing Charges

The “Housing” text explains these charges.

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

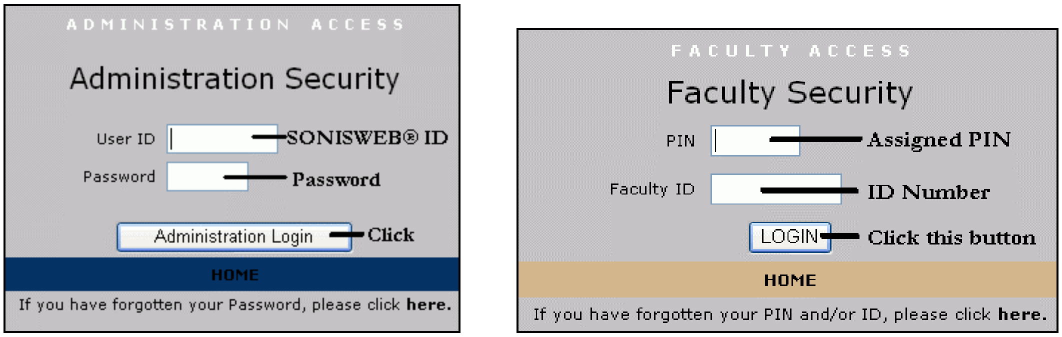
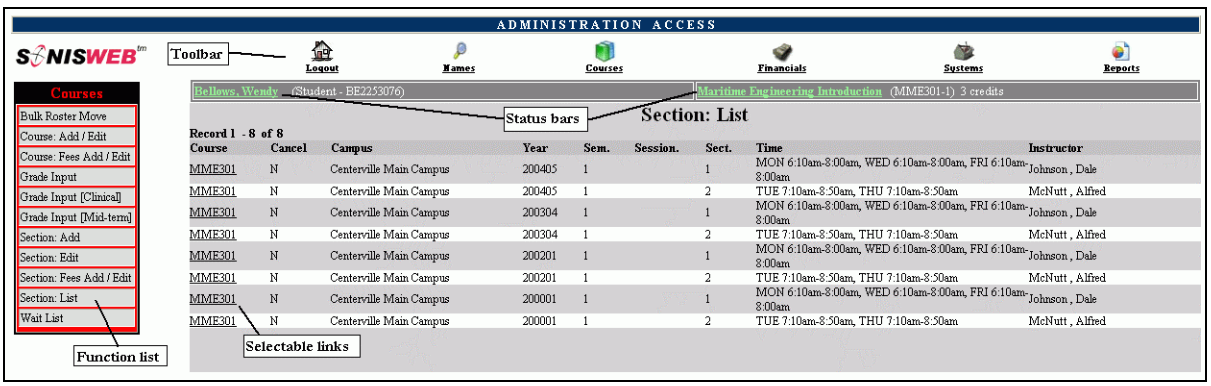


Figure 124 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 124.



• Figure 125 Typical SONISWEB® Page

Figure 125 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only Course: Add/Edit for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the "person" or the "course" you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 125 click an underlined **Selectable Link** and you go to that record.

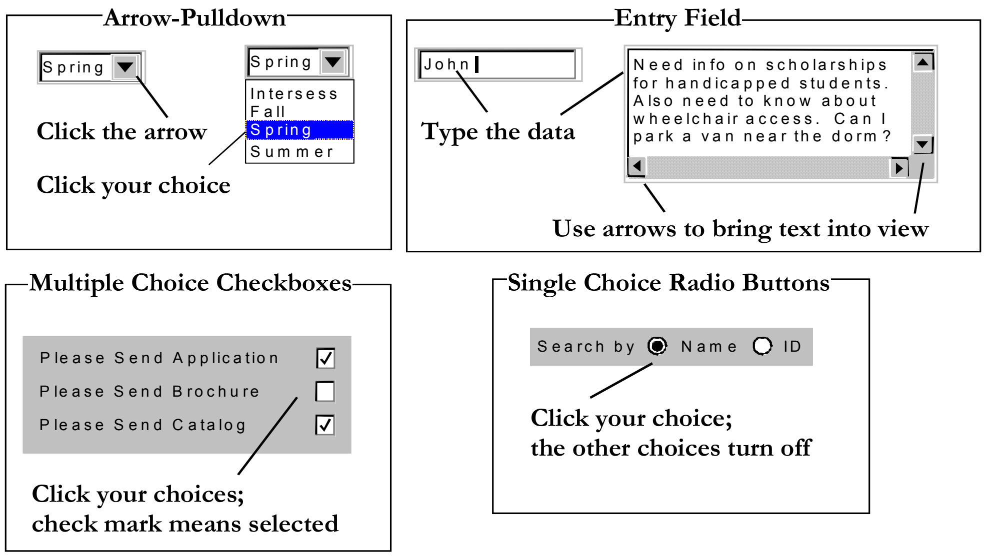


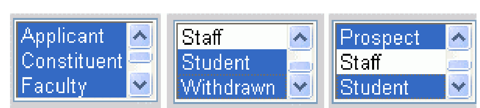
Figure 126 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 126. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 127.



• Figure 127 Selecting Multiple Choices

- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 127.