CAMS Enterprise

Student Billing

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Abstract

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

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

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

Disclaimer

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Billing Module Knowledge Checklist

Upon completion of training in the various areas of the Billing module, users should be proficient in the following areas. The user should be able to perform the following processes, answer the listed questions, and provide adequate explanations.

Billing Overview

Flow of transactions through CAMS

- ☐ Identify the process which moves transactions.
- ☐ Explain how transactions move from the following originating modules into Billing.
  - Admissions
  - Registration
  - Financial Aid
  - Housing
  - Parking
- ☐ Explain the purpose and basic functions of the billing batch
- ☐ Identify the process which moves transactions from the billing batch to the student ledgers.
- ☐ Explain the difference between the billing batch and student ledger.
- ☐ What is the student billing ledger versus the non billing ledger?
- ☐ Identify the process which exports billing data for import into the General Ledger application.

TransDocs

- ☐ What is a TransDoc, and how is it used?
- ☐ Explain how the following fields affect billing transactions:
  - Report Flag
  - Post in Detail
  - 1098T checkboxes

Billing Batches

- ☐ Identify the different types of billing batches.
- ☐ Add a billing batch
- ☐ Explain how security is handled regarding billing batches.
- ☐ How are transactions entered into a batch?
- ☐ What fields are required to enter a transaction?
- ☐ Can a transaction be modified or deleted in the batch?
- ☐ How are multiple transactions for the same person added to the batch?

- ☐ How are transaction receipts printed?
- ☐ What are the advantages of using the billing batch edit list?
- ☐ Explain how transactions are moved into the student ledger.
- ☐ Identify criteria used to determine which transactions should be distributed.
- ☐ Explain what the Non-Student tab of the billing batch is, and what types of transactions can be entered.
- ☐ What are the uses and benefits of the Summary and Doc-Sum tabs?

Billing Maintenance

- ☐ Identify what information is displayed in the Student Billing Ledger default view.
- ☐ What other views are available?
- ☐ How are inaccurate transactions handled? Can they be modified?
- ☐ Explain the purpose of the Non-Billing tab.
- ☐ How is the Address Tab in the Student Billing Ledger different from the Change Address window in Billing? Why is this important?
- ☐ What purpose does the Student Status tab serve in the Billing Ledger?
- ☐ Identify the various reporting options available from the Billing Ledger.

Billing Authorize

- ☐ How is this window used in conjunction with Registration?
- ☐ How does each function, authorize, recalc, and delete, affect Registration?

Billing Cashiers

- ☐ Why is the Billing Cashiers window Student based?
- ☐ How are transactions added to the Billing Cashiers Batches?
- ☐ What batches will a user be able to work with in the Billing Cashiers window?

Billing Accounting

- ☐ Accounting Reports
    - o Explain why it is beneficial to run Accounting Reports prior to posting to GL.
- ☐ Post Options
    - o Post to GL
        - ▪ What occurs in the Post to GL process?
        - ▪ Which transactions are posted during the Post to GL process?
        - ▪ What occurs in the Post to AP process
        - ▪ Which transactions are posted during the Post to AP process?

- Recreate Options
  - When is the Recreate process used for GL or AP?

Payment Plans

- ☐ What steps are involved in creating Payment Plans?
- ☐ How are payment plans applied to students?
- ☐ How are payments allotted to a specific payment plan?

Billing Reports

- ☐ Statements
  - Explain what the Statement Options are and how they impact the statement results.
- ☐ BYOR
  - Name some of BYOR report formats available and explain how they are used.
- ☐ Aging Reports
  - In what formats can Aging reports be run, and how does the criteria selected impact the Aging report results.
- ☐ 1098 Reports
  - What items must be in place for 1098 reporting to provide accurate results?
  - Can tuition charges AND tuition payments be marked for 1098 reporting?

Generic Billing Import

- ☐ What type of transactions might be used with the Generic Billing Import?
- ☐ Do imported transactions go directly to the Student Ledger?

Late Payment Processing

- ☐ How are late payments defined?
- ☐ Is it necessary to create the Fines batch prior to creating a late payment batch?

Billing Setup

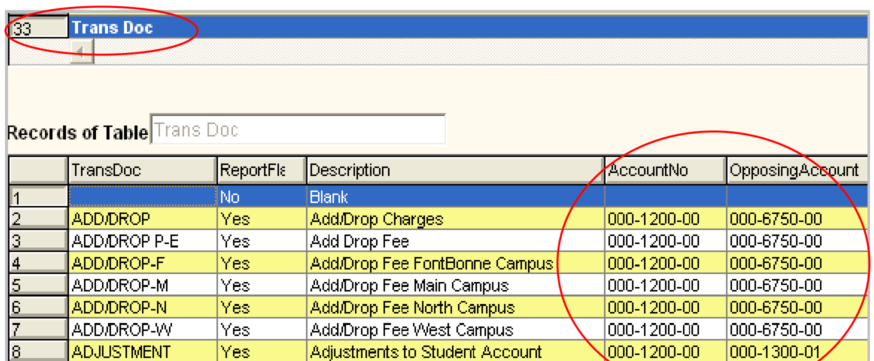
Configuration in CAMS Manager

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

TransDoc Setup

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

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



33 Trans Doc

Records of Table Trans Doc

	TransDoc	ReportFla	Description	AccountNo	OpposingAccount
1		No	Blank		
2	ADD/DROP	Yes	Add/Drop Charges	000-1200-00	000-6750-00
3	ADD/DROP P-E	Yes	Add Drop Fee	000-1200-00	000-6750-00
4	ADD/DROP-F	Yes	Add/Drop Fee FontBonne Campus	000-1200-00	000-6750-00
5	ADD/DROP-M	Yes	Add/Drop Fee Main Campus	000-1200-00	000-6750-00
6	ADD/DROP-N	Yes	Add/Drop Fee North Campus	000-1200-00	000-6750-00
7	ADD/DROP-W	Yes	Add/Drop Fee West Campus	000-1200-00	000-6750-00
8	ADJUSTMENT	Yes	Adjustments to Student Account	000-1200-00	000-1300-01

Figure : TransDoc Reference Table

Because the TransDoc reference table plays such a significant role in the Billing processes, the items contained within that reference table have been described here.

- **TransDoc** — This field is used for the concise name the transaction (ten characters maximum). This value displays in the TransDoc dropdown list of such windows as the Batch Entry form in the Billing Batch window and Add Ledger Transaction form in the Student Billing Ledger.
- **Active** — Only checked TransDocs display in the TransDoc selection fields.
- **ReportFlag** — A “Y” in this field will direct transactions to the Student Billing Ledger, while an “N” value will direct the transaction to the Non-Billing Ledger.

  - Student Billing Ledger – is the ledger to which you will direct all transactions that should appear on the student billing statement (i.e. Tuition, Financial Aid, etc.).
  - Student Non-Billing Ledger – is a special ledger that holds those transactions that are not to appear on a student's billing statement. These are typically miscellaneous charges that while you may wish to keep off of a ledger, it is still necessary to track the transaction. Such fees may include transcript fees, application fees, etc.

- **Description** — Use this field to define the transaction (maximum 40 characters). This description displays on the student's billing statements. The description can be modified when creating a transaction, which allows
- **AccountNo** — Links the transaction to your GL program. This must be the same number your accounting program employs in processing this account.
- **Opposing Account** — Generates the opposing entry necessary for double-entry bookkeeping. As with the AccountNo, it must correspond to your GL usage.
- **AccountsPayable** — **Yes** or **No** value. **Yes** indicates that the transaction is an Accounts Payable transaction and thus will post to Accounts Payable, whereas all transactions with a **No** flag will post to the General Ledger.
- **TransType** — A value of Credit or Debit is placed in this field. This value serves as a default when a new transaction is created and can be changed at the time of creation.
- **ARType —** Use this value to further group your transactions. Reports and queries can be generated using this value.
- **PostInDetail** — Yes/No value. If yes, all transactions within a batch that possess the same transdoc value will be posted to the GL in detail, meaning that all transactions will be listed. A value of **No** will send the transactions for each TransDoc in a batch to the GL in summary, meaning that the transactions in a batch are grouped by TransDoc and the total for the TransDoc is the amount that is posted to the GL. (Transaction detail is still retained and easily accessible even in the summary method is chosen.) .
- **Amount** — If the TransDoc always has a specific amount (for example, Parking Fees are always $10), this default can be entered here to ease data entry efforts in the transactions

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

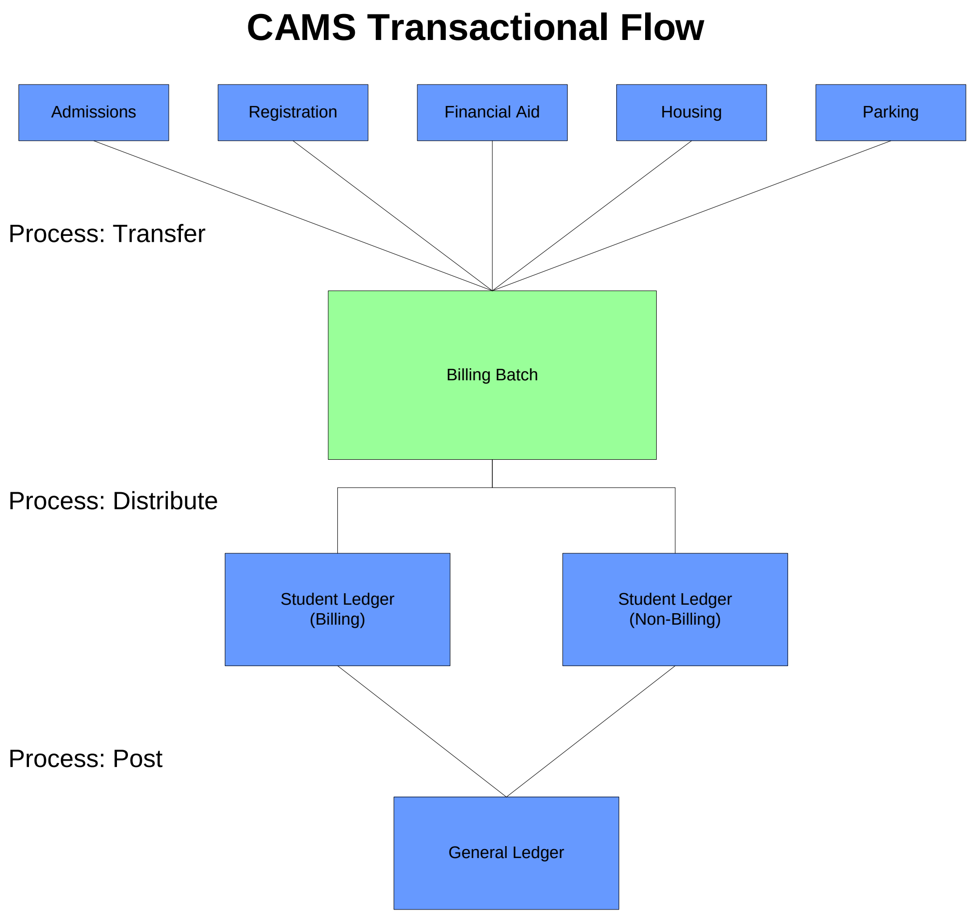
If you use the Payments Received for Qualified Tuition and Related Expenses method you must change your reporting method to Amounts Billed for Qualified Tuition and Related Expenses. You will need to submit a written submission to the IRS at least three months before the due date of the returns for the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

- **Tuition 1098 Deductible** — Check this box to indicate whether the transaction is 1098 deductible.
- **1098 Scholarship/Grant** — Check this box to indicate whether this transaction is a Scholarship or Grant, which will affect the total 1098 deductible.
- **1098 Refunds/Reimbursements** — Check this box to indicate whether this transaction is a refund or reimbursement, which will affect the total 1098T deductible.

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

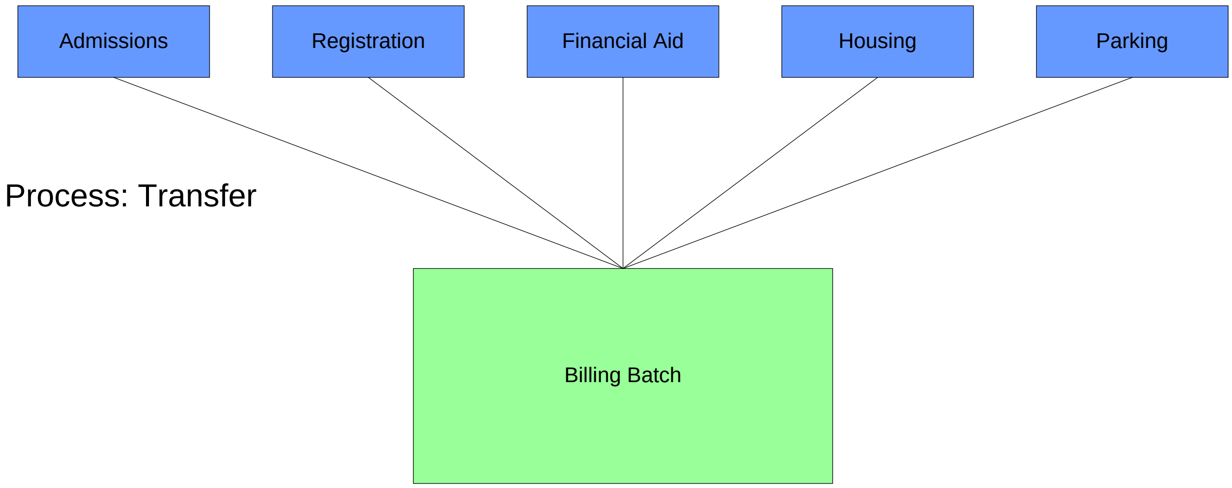
Transactional Flow

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



Transfer Transactions to Billing

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

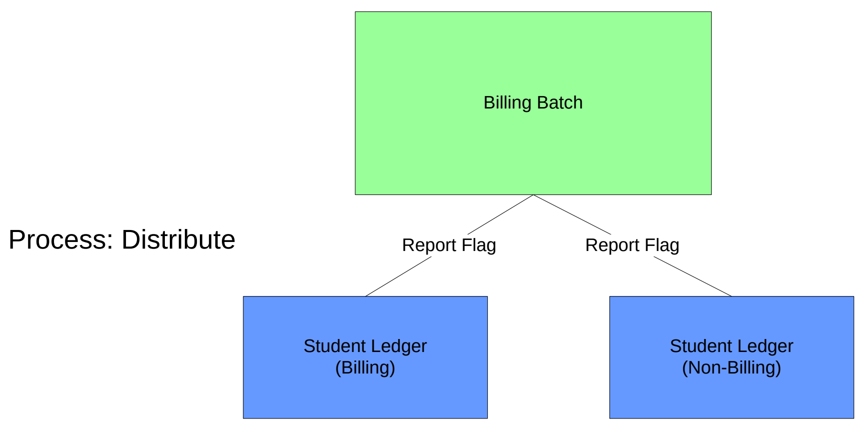


Note: *that once a transaction reaches the student ledger, it CANNOT be deleted nor can certain aspects of the transaction be changed (i.e. amount, TransDoc, date, transtype, etc.). While the transaction can be voided in the ledger and a new one created, most prefer to catch any problems before the transaction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

Distribute Transactions

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

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



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

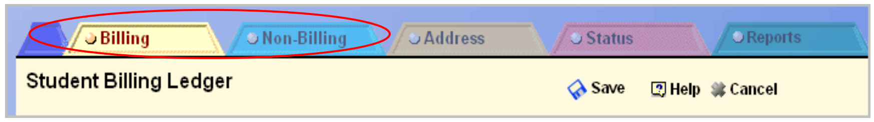


Figure : Billing window

- **Billing** — is the standard Student Ledger, the ledger to which you will direct all transactions that should appear on the student billing statement (i.e. Tuition, Financial Aid, etc.).
- **Non-Billing** — is a special ledger that holds those transactions that are not to appear on a student's billing statement. These are typically miscellaneous charges that while you may wish to keep off of a ledger, it is still necessary to track the transaction. Such fees may include transcript fees, application fees, etc.

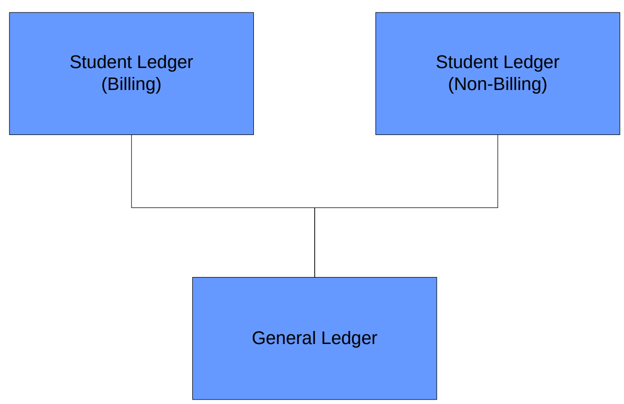
How is the distribution to Billing vs. Non-Billing Determined?

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

Posting to the General Ledger

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

Process: Post



Summary of Transaction Flow

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

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

Student Billing Ledger

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

It contains Billing and Non Billing entries. The billing address can be further defined. User defined fields are set here.

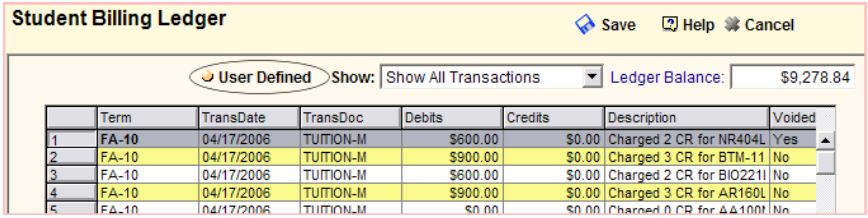


Figure : Student Billing Ledger

Billing – Displays all reportable transactions. Every transaction on this tab will display on a student's billing statement. Transactions like tuition, financial aid, and housing are usually on the billing statement.These transactions by default will transfer to the general ledger. **User Define** fields are located here. These fields which can be utilized to capture additional data associated with billing that are not recorded elsewhere. The labels to these fields are renamed according to the institution's needs within the CAMS Manager module. There are three fields for each of the following field types; Dropdown, Text, Date, Numeric, Currency, Checkbox, and Memo. The institution decides which of the available fields will display and which ones are required fields.

Non-Billing – Displays all non reportable transactions. Transactions like, library fine, parking ticket, etc. are usually not reported on the billing statement. These transactions will still be billed to the student. These transactions can be selected to transfer to the general ledger.

Address – Displays the student's billing address. **Responsible party**, such as parent, employer, etc. is set here. This is the party that is responsible for the bill's payment. Billing Category can define the billing status of the student. Current, Delinquent, Collection, Third Party are some typical options.

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

More – Print billing reports for the student.

Step-By-Step: Void a Transaction

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

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

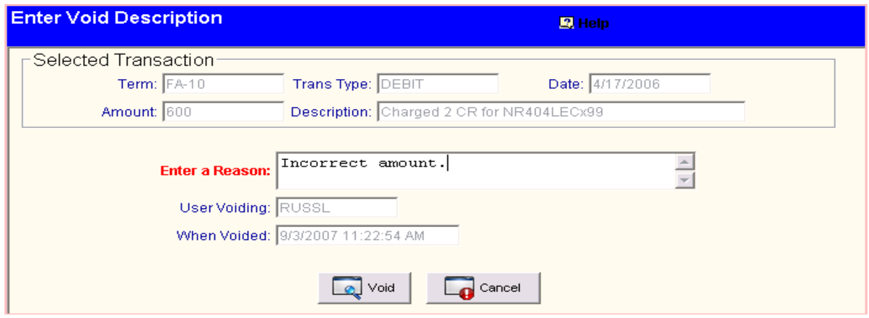


Figure : Void a Transaction

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

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

Transactions and the Billing Batch

Creating a Billing Batch

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

How are Billing Batches created?

Billing Batches are generated in one of three fashions:

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

Billing Batch Names

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

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

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

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

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

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

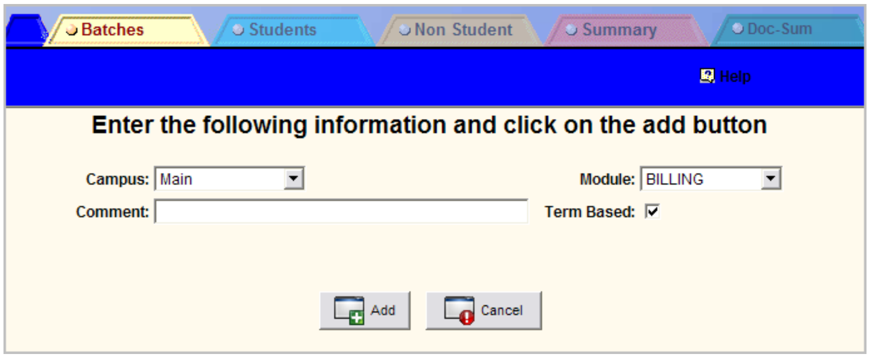


Figure : Create a New Batch

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

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

- *If Super User and the Restrict User Billing Batch Dist/Delete to Self-Created Batches are not checked, a user cannot delete a batch but may work with and distribute it.*
- *If Super User is not checked but the Restrict User Billing Batch Dist/Delete to Self Created Batches field is then the user cannot view, modify or delete a batch not created by them.*
- *If Super User is checked and the Restrict User Billing Batch Dist/Delete to Self-Created Batches field is not checked then the user will be able to view, modify and delete any batch..*
- *If both the Super User and Restrict User Billing Batch Dist/Delete to Self-Created Batches field are checked then the user will not be able to view, modify or delete a batch not created by them..*

Creating Batch Transactions (Batch Entries)

How do Transactions reach the Billing Batch?

Billing Batch entries are generated in one of three fashions.

Manual Creation in Batch

Automatic Transfer from another CAMS module

Manual Transfer from another CAMS module

Once a batch has been created, you may create entries within the batch.

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

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

Figure : Student Batch Transaction form

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

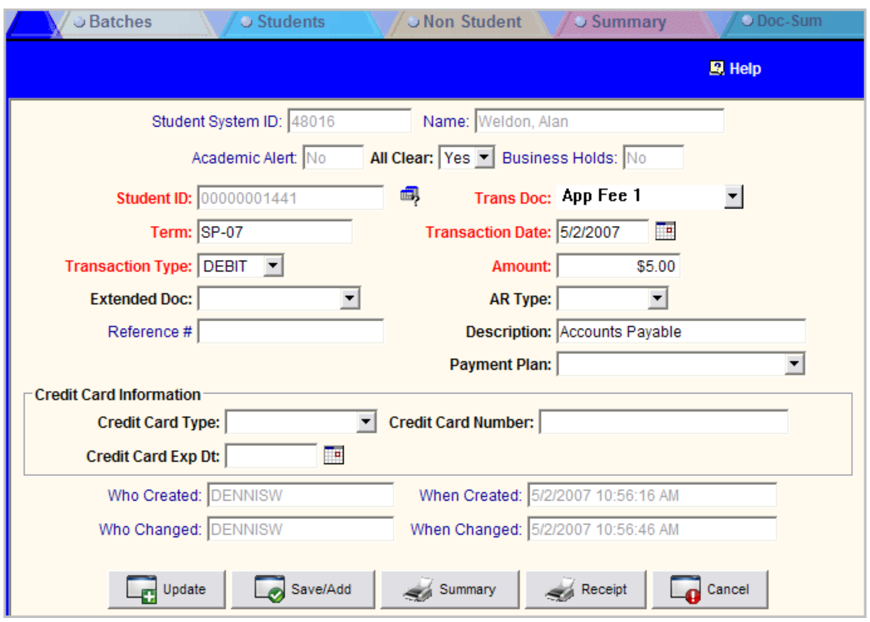


Figure : Batch Entry Form

3. Populate fields as appropriate.

    - **Required Fields** – Student ID, TransDoc, Term, Transaction Date, Transaction Type, and Amount. When you select the TransDoc, subsequent required fields may be automatically populated with the defaults as defined in the TransDoc reference table in CAMS Manager.

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

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

- **All Clea**r – This field is used to mark the student as having no billing issues. If it is changed in one transaction it will change in all transactions. It is not transaction specific but student specific.
- **Description** – May be automatically populated with the Description as defined in the TransDoc reference table. The description displays on students' statements. May key over to change if desired, maximum 40 characters.
- **Payment Plan** – If applicable, select the appropriate payment plan to which this transaction should be applied.
- **Credit Card Information** – If desired, credit card information can be stored with the transaction record. This credit card information does not interface with any electronic payment equipment. It only holds the credit card information.

4. Use the **Receipt** button to print immediate receipts. This process will also place the next sequential number automatically in the Reference No. field (if that field is left blank during creation of transaction). Use the **Summary** button to print a student's term summary report.
5. Click **Add** to save the entry and return to the student batch transactions list
6. Click **Save/Add** to save this transaction and clear the fields so another transaction may be created for this student (if this option is selected, clicking Cancel once all entries are added for this student will not cancel your entries, but will return to the student batch transactions list with your entries saved).
7. Click **Cancel** to exit without saving.

Non-Student Transactions

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

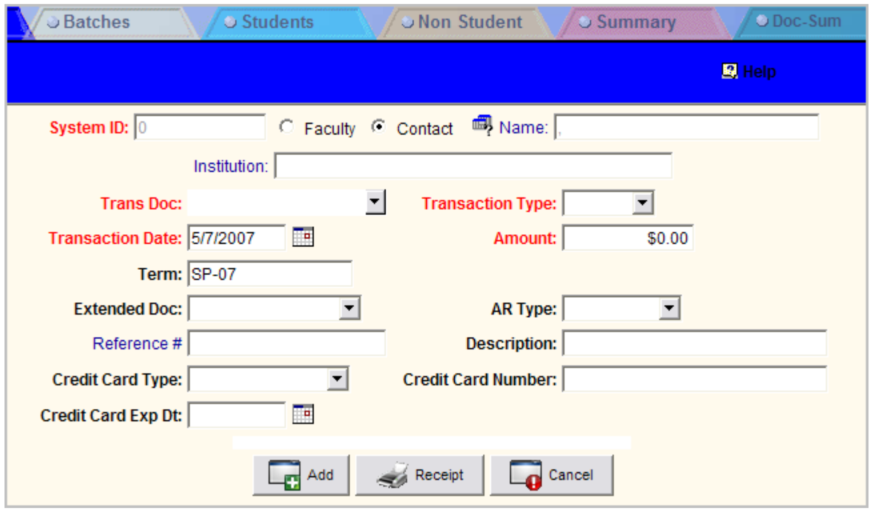
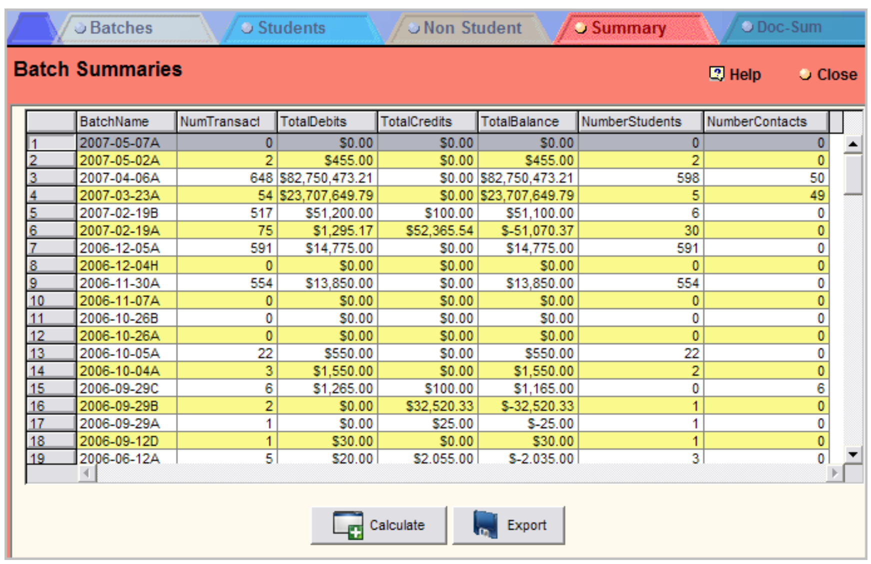


Figure : Non-Student Transaction

Batch Summaries

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



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

Figure : Batch Summaries

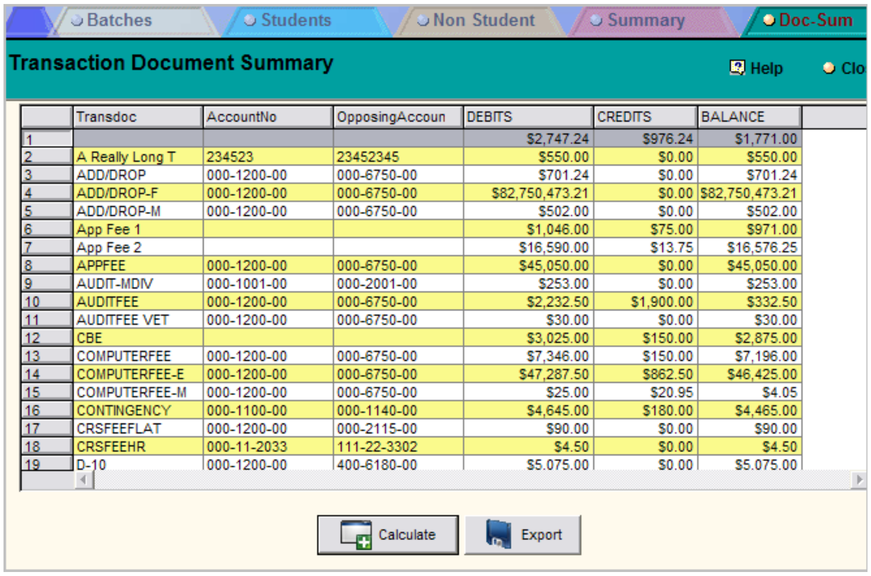
It displays:

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

- Number of non-student transactions in the batch

TransDoc Summaries

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



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

Figure : TransDoc Summaries

It displays:

Transdoc name

Account Number

Opposing Account Number

Total Debits

Total Credits

Summary balance of the transdoc.

Batch Distribution

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

Step-By-Step: Distribute a Batch

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

Cockrell, Lori

TransDate	Term	TransDoc	RecordType	Debits	Credits
07/30/2001	SU-92	COMPUTERFEE	STUDENT	$200.00	$0.00
07/30/2001	SU-92	CONTINGENCY	STUDENT	$125.00	$0.00
07/30/2001	SU-92	HOUSEPYMT	STUDENT	$0.00	$50.00
07/30/2001	SU-92	APPFEE	STUDENT	$50.00	$0.00

Cockrell, Lori Balance is $325.00

Jones, Adam C

TransDate	Term	TransDoc	RecordType	Debits	Credits
09/17/2001	FA-01	COMPUTERFEE	STUDENT	$200.00	$0.00
09/17/2001	FA-01	CONTINGENCY	STUDENT	$125.00	$0.00
09/17/2001	FA-01	HOUSEPYMT	STUDENT	$0.00	$50.00
09/17/2001	FA-01	APPFEE	STUDENT	$50.00	$0.00

Jones, Adam C Balance is $325.00

Figure : Billing Batch Edit

Use this edit list to proof the entries made to the batch. You will see from the report that all entries made for a student have been listed by date and are followed up with a summarized balance indicating the effect of the entries on the student's ledger.

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

Figure : Billing Batch Distribution

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

6. If you choose to distribute the transactions of a single student rather than the entire batch, select that student (optional).
7. Select term of the transactions you wish to distribute. For instance, you may have transactions for two terms in the Registration Batch, but only wish to distribute current term transactions to the Student Ledger. In this case you would simply enter the current term (optional).
8. Use the Distribute to Transaction Date field to indicate the effective ledger date for the transaction(s) being distributed (optional).
9. Click **Distribute**. The following message will be displayed:

Figure : Distribution Message

10. Click **OK** to confirm the distribution of the batch or **Cancel** to discontinue the process. All transactions will now appear in their appropriate ledgers.

Student Billing Statements

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

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

Step-By-Step: Print a Student Billing Statement

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

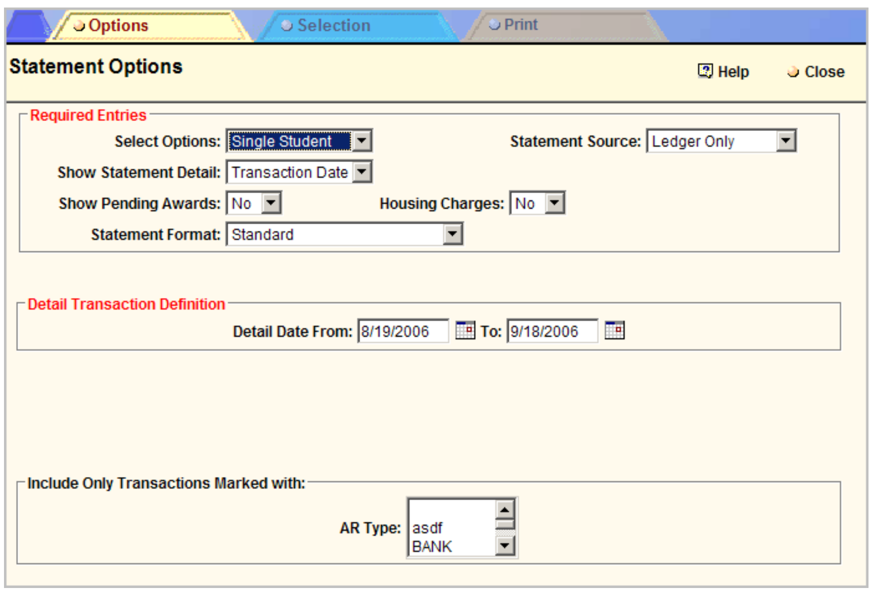


Figure : Billing Statement Options

2. Provide values for all of the Required Entries:
   - **Select Options** – Designate whether you wish to generate statements for single or multiple students, contacts or faculty, or if you wish to generate monthly or collection statements. (You will notice that as you make some selections, the available options will change accordingly.)
   - **Monthly Statements** – Selects all students that have had billing/billing batch transactions dated between the Detail Dates and students with an overall debit balance but transactions are not necessarily with Detail Dates. Batch transactions and Pending Awards can be included.

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

Statement Format:

- **Combined Sched/Statement** – This format will display the student schedule in the upper portion of the form, followed by the billing statement.
- **Aging** – format includes previous balances and subtotals /totals; with aging totals at the bottom of each page; categories include 0-30, 31-60, 61-90, 91-120, and over 120; aging balances are based upon a Creation or Effective aging date.
- **Form** – The Form format does not include the labels for items such as name, ID, etc. Instead, it is designed to print on a pre formatted form that already contains necessary labels.
- **Standard** – This is the basic Statement layout showing previous balance, statement detail, and overall balance.
- **Past Due Letter** – Generate letters to be used for the purpose of stating overdue accounts.
- **Statement Source** – Choose Ledger Only for transactions already distributed to the billing ledger, or Ledger and Batch to include items in a Billing Batch as well as those distributed to the ledger.
- **Housing Charges** – Indicate whether or not to include pending housing charges. If "Yes" is selected, CAMS will include housing charges from the Housing module which have not yet been transferred to billing. Housing charges that have been transferred to the billing batch are no longer considered pending and will not display as such. They will display on the statement as a debit to the owner's account. To include housing charges that are in a Billing Batch, select Ledger and Batch as the Statement Source.

3. Select **Detail Transaction Definition** (Options change depending on what is selected in the Show Statement Detail field, such as term or by dates.)
4. If **Yes** was selected in the **Show Pending Aid** and/or **Housing Charges** field, then the Pending **Housing/Financial Aid for Term Range** field appears. Enter the **Term From** and the **Term To** for aid/housing charges to be included.
5. Select the **AR Type** (optional). This allows only transactions marked with the selected AR Type(s) to be included.

6. Click the **Selection** tab to further select criteria to determine for whom statements will be printed. Based on the selections made in the first tab, the criteria options available here will differ.

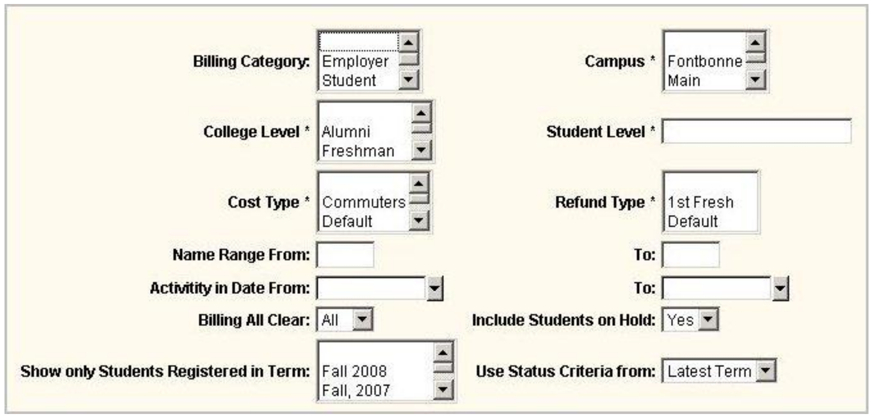


Figure : Statement Criteria window

7. After selecting desired criteria, click the **Print** tab.
8. Select the **Schedule Term** and the **Balance Type** to be used.
9. Click **Print** to generate the billing statement.

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

Aging Reports

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

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

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

Step-By-Step: Generate Aging Reports

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

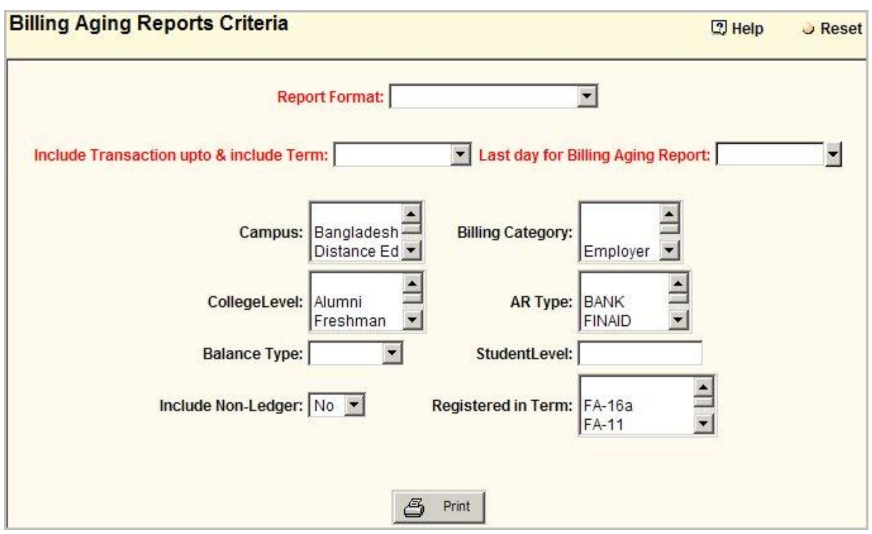


Figure : Billing Aging Reports Criteria

2. Determine values for the following required fields:
   a. Report Format. Select the report.
   b. Include Transactions Up To and Include Term.

   c. Last Day for Billing Aging Report.2

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

Authorizing Pre-Registration

In order to move tuition transactions for unofficially registered students to the student ledgers, they must first be moved to the (Official) Registration batch, a process called Authorization. The function for authorizing unofficial or pre-registration to official registration is found in the Billing module and is described below.

Step-By-Step: Authorize Pre-Registration

1. From the **CAMS Enterprise Home** page, click **Billing >Authorize**. The **Authorize Unofficial** window opens.
2. Enter either a student's Last or First name, or the student's ID or select the term to be used in selecting students to be authorized. Click **Find**.

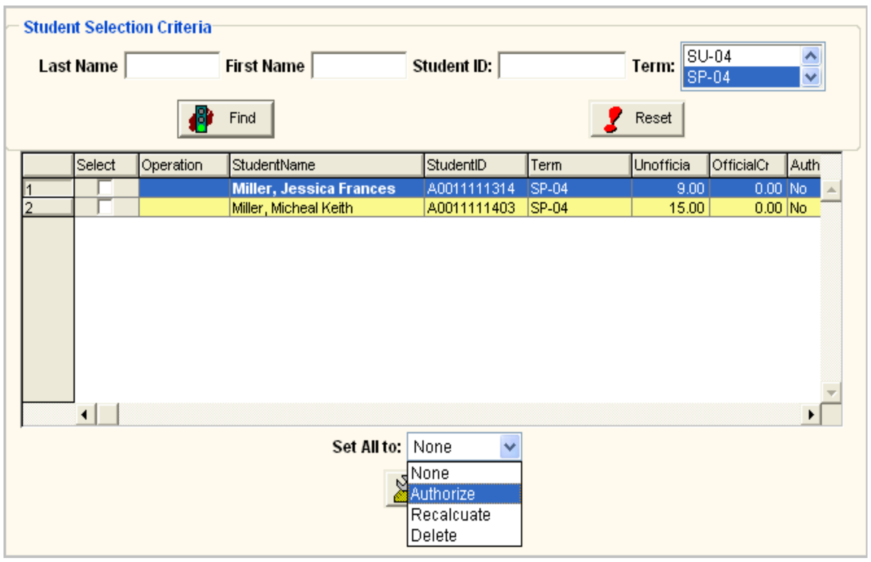


Figure : Authorize window

3. Select individual students from the list to either **Authorize**, **Recalculate**, or **Delete**. In the Select column of the data grid select the appropriate operation as described:

   - Authorize — Double Left-click. This recalculates the student's billing transactions based on what tuition charges and fees the student should incur based on their current registration and current cost setup and then makes the student officially registered. All charges are moved to the Registration batch.
   - Recalculate — Single Right-click. This recalculates the student's billing transactions based on what tuition charges and fees the student should incur based on their current registration and current cost setup.
   - Delete — Double Right-click. This removes the student from every unofficially registered class and deletes all fees.

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

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

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

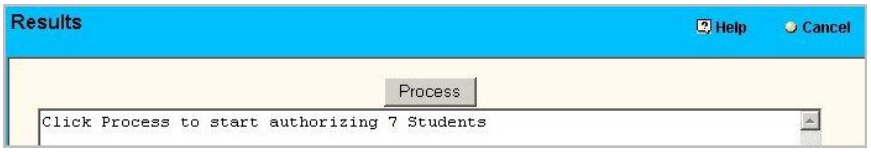


Figure : Authorizing Process window

5. If satisfied, click **Process**. CAMS will recalculate tuition charges to ensure that current cost setup is being applied. All marked records will be removed from Unofficial (or Pre-Registration) batch to the Official Registration Batch.

Billing Cashier's Entry

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

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

View Ledger and Batch Balances

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

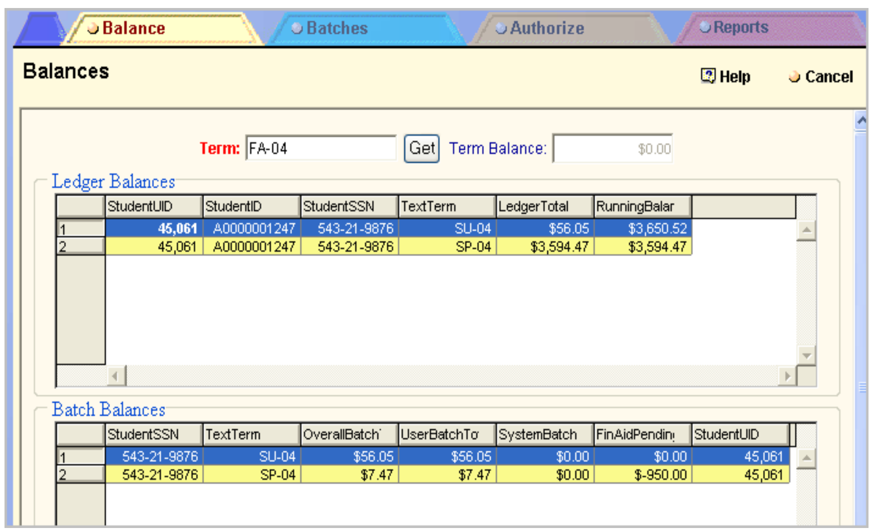


Figure : Cashier's Entry Balances window

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

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

- StudentUID (System ID)
- StudentID
- Social Security Number
- TextTerm (Display term)
- LedgerTotal (Summary of all non-voided reportable transactions in the ledger for that term)

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

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

View/Add batches and batch entries

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

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

Step-By-Step: Add a Batch

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

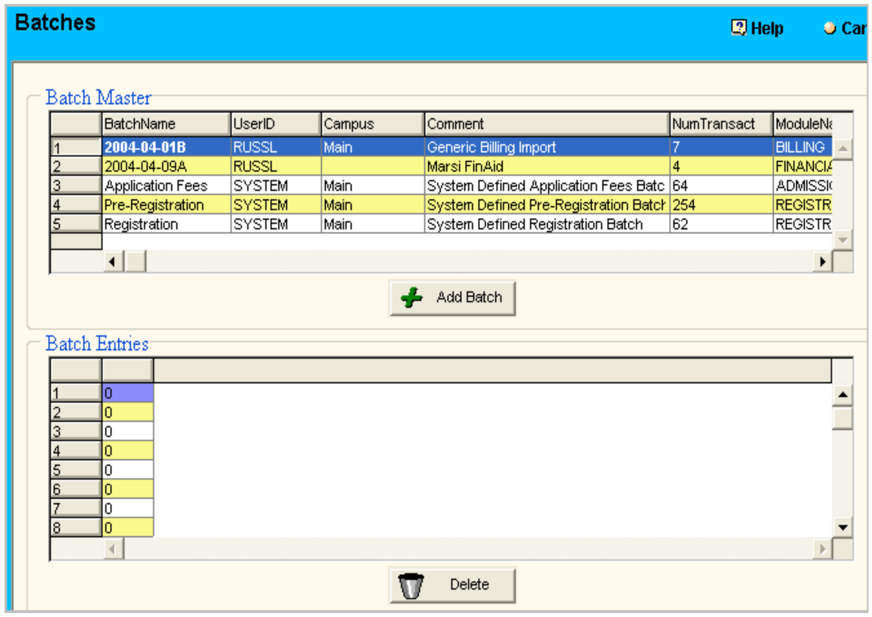


Figure : Batches tab

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

Step-By-Step: Add or Modify Batch Transactions

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

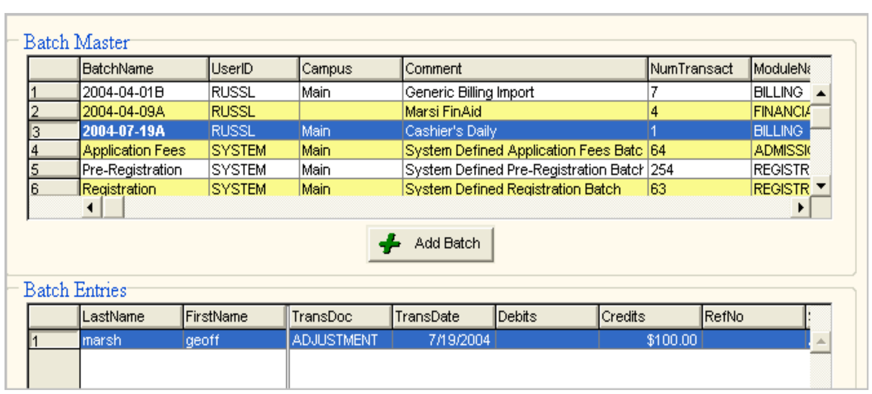


Figure : Modify a Batch Transaction

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

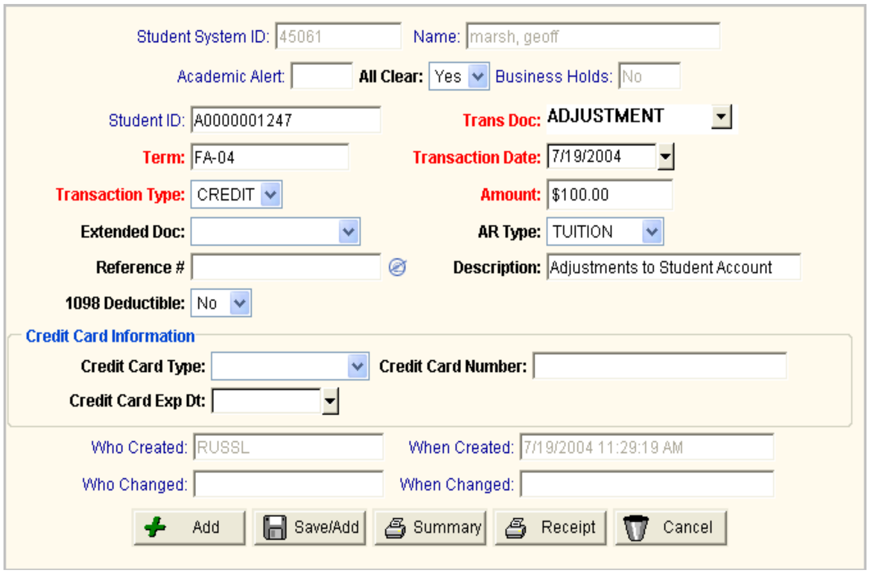


Figure : Add a Batch Entry window

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

3. Modify or create the transaction as desired.
4. Use the Receipt button to print immediate receipts. This process will also place the next sequential number automatically in the Reference No. field (if that field is left blank during creation of transaction). Use the Summary button to print a student's term summary report.

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

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

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

Authorize, recalculate, or delete the student's unofficial registration

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

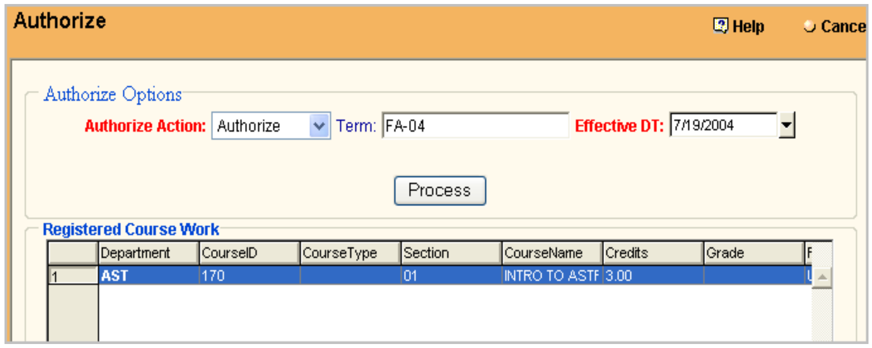


Figure : Authorization tab

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

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

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

Generate reports, including statements

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

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

Print Batch

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

Step-By-Step: Print Batch Edit List

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

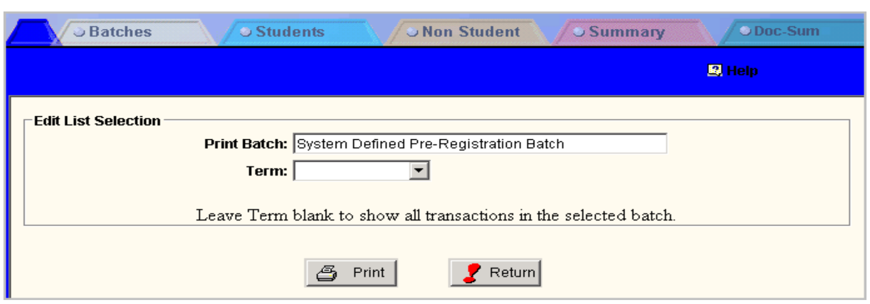


Figure : Print Batch window

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

Generic Billing Import

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

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

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

Description	Max Length
Record Type: type of ID that will be provided on this record to determine which ID specific information will be used to identify the student. a. SSN – ID will be matched to SSN ID field b. SYS – ID will be matched to system ID field c. STU – ID will be matched to student ID field	3
SSN/SYS/STU ID – Will depend on the above Record Type SSN – 20 digit numeric (no dashes), use leading zeros, right justified (00000000000549339923) SYS – 20 digit numeric, use exact StudentUID (no commas) (47495) STU – 20 alpha/numeric, use exact StudentID including leading zeros, if any (00999200466 or A0000001314)	20
Term – Text Term, must match a valid term calendar in the system (SP-03)	12
Date of Transaction – (03/04/2004 or 3/4/2004)	10

TransDoc – The TransDoc name, must match a valid TransDoc in the system (Phone Charge)	15
Transaction Type – Debit or Credit	6
Amount – Numeric: 125.00 or 125	18
Extended Doc – The Extended Doc name, must match a valid Extended Document Type in the system (BOOKRTN)	15
AR Type – Accounts Receivable type	15
Reference # – Alpha/numeric, reference number/ID, a free-form field	25
Description – Alpha/numeric, transaction description, a free-form field	40
1098 Deductible – "Y" or "N"	1
Username – Alpha/numeric, used to label the transaction creator, a free-form field	15

Note: *The file must be located in a shared directory accessible from the database server. The users who will be creating this file must have read/write access to this share.*

Step-By-Step: Importing Generic Billing Transactions

1. From the **CAMS Enterprise Home** page, click **Tools >Import >Billing >Billing Import**. The Billing Import window opens.
2. Browse for your import file. Click **Initiate**.
3. A list of transactions to import will display to allow you to verify the data. An Exceptions list will display below showing those transactions that will not be imported due to a possible field discrepancy.
4. Enter a batch description, which will help identify the batch in CAMS Enterprise.
5. Click **Import** to import the transactions to the Billing Batch. You will get a notice that the data has been imported.

Posting to the General Ledger

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

Step-By-Step: Post to the General Ledger

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

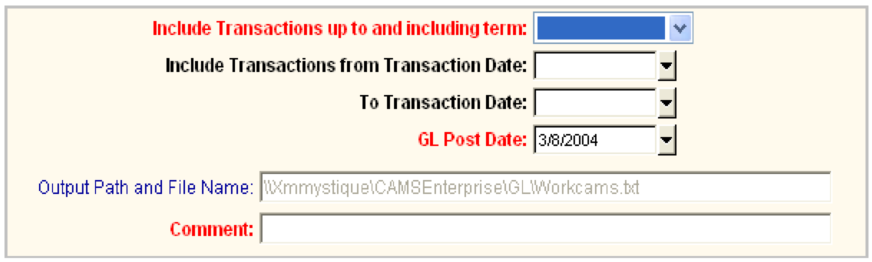


Figure : General Ledger Post Options

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

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

Payment Plans

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

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

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

Payment Plan Type Setup

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

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

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

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

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

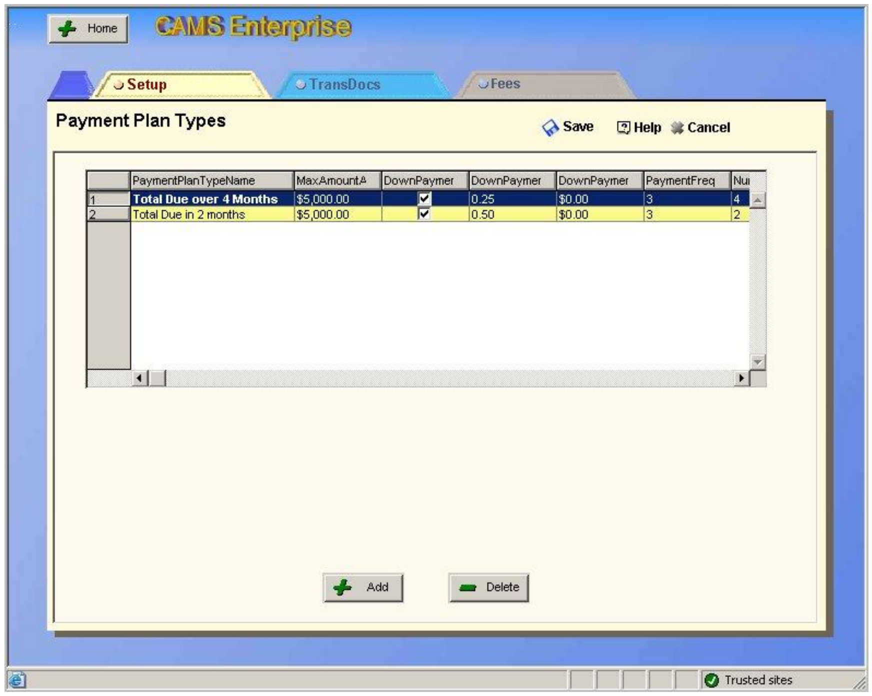


Figure : Payment Plan Type Setup

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

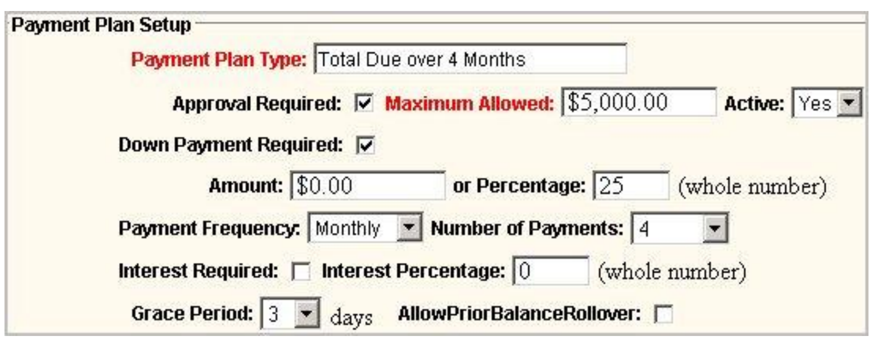


Figure : Payment Plan Type Detail

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

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

Delete a Payment Plan Type

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

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

Payment Plan Qualifying TransDocs

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

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

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

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

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

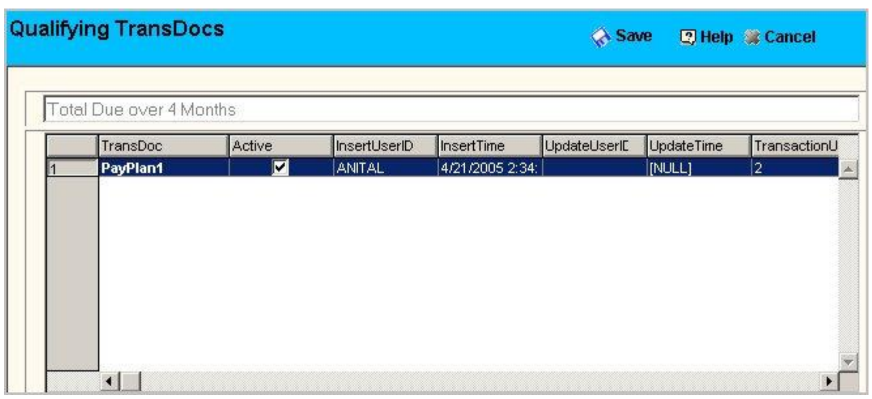


Figure : Payment Plan Qualifying TransDoc

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

Figure : Payment Plan Qualifying TransDoc Detail

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

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

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

Payment Plan Type Fees

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

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

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

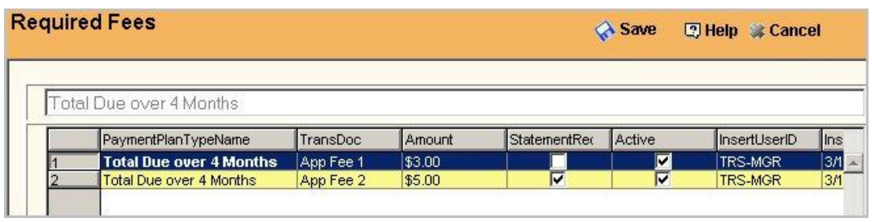


Figure : Payment Plan Type Fees

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

Figure : Payment Plan Type Fees Detail

4. Select the appropriate fee **TransDoc** from the list (TransDoc reference table).
5. Enter the dollar **Amount** of the fee.

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

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

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

Payment Plan Maintenance

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

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

1. From the **CAMS Enterprise Home** page, click **Billing >Payment Plans >Maintenance**. The **Payment Plan Maintenance** window for the selected student displays.

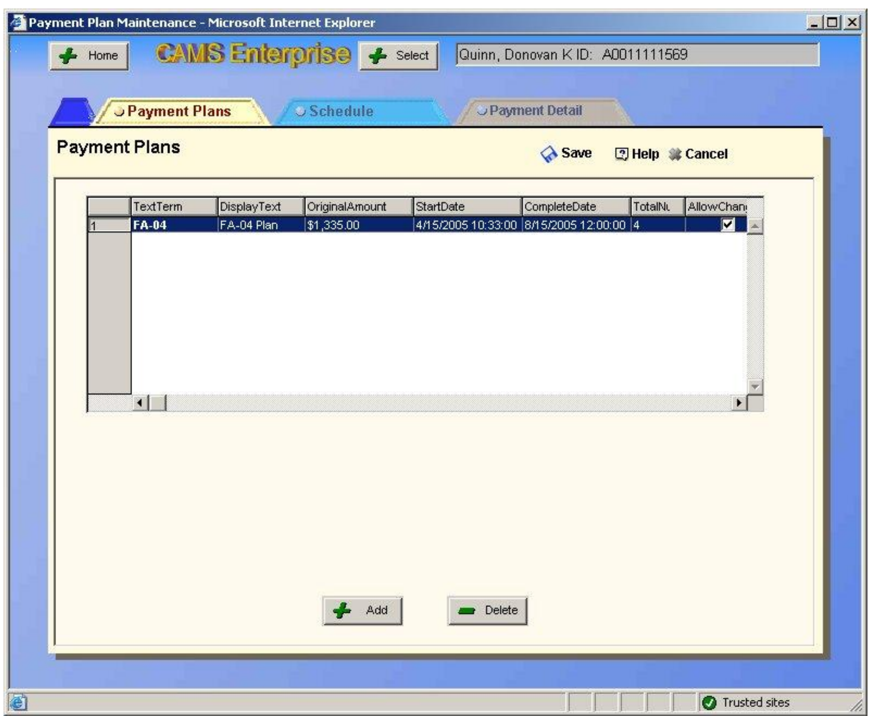


Figure : Payment Plan Maintenance

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

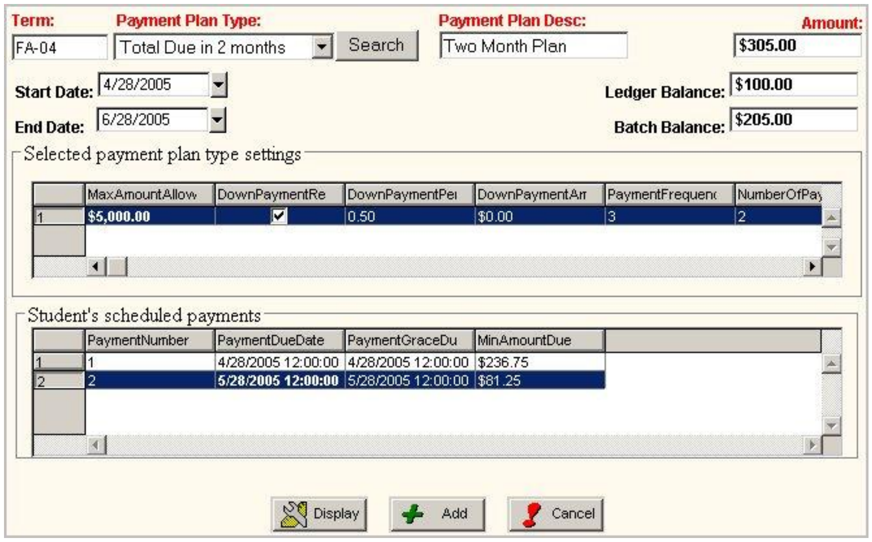


Figure : Payment Plan Maintenance Detail Entry Form

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

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

7. If the student does not have a balance in the Registration batch or their billing ledger for the term supplied in the Term field. This could be due to financial aid that covers the amount of charges, payments made, charges removed, etc.
8. If the charges have TransDocs which do not match TransDocs applied in the Payment Plan Type Setup. For example, if you have a payment plan created for semester courses, and another created for a weekend course, the weekend course payment plan type could not be applied to a student registered for semester courses, because the TransDoc for semester courses has not been set up for the weekend course payment.
9. Click **Display** to generate the Student's Scheduled Payments. A list of payments, including payment number, due date, date of grace period of each payment, and minimum amount due based on the value in the Amount field divided by the number of payments displays in the data grid.
10. Click **Add**. If the Payment Plan requires approval, a prompt displays asking if approval has been granted. If so, click **Yes**. The Payment Plan Type will then be assigned to the student and future payment transactions can be applied to that Payment Plan.

Payment Schedule

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

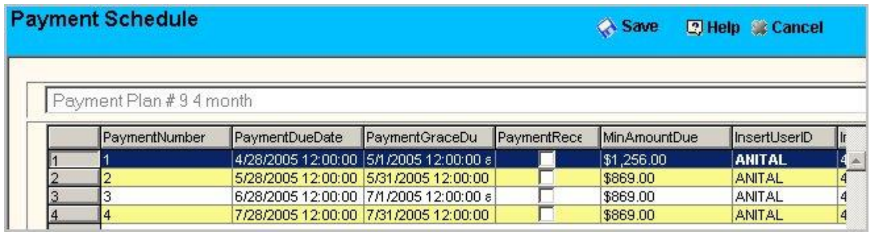


Figure : Payment Schedule tab

Payment Detail

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

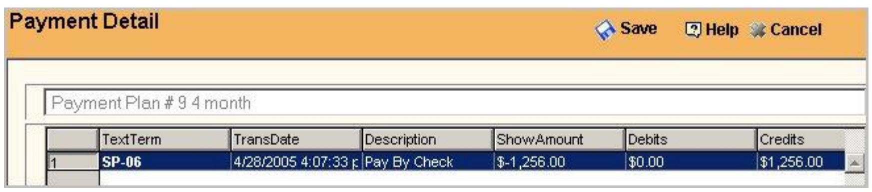


Figure : Payment Detail tab

1098

1098 Setup

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

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

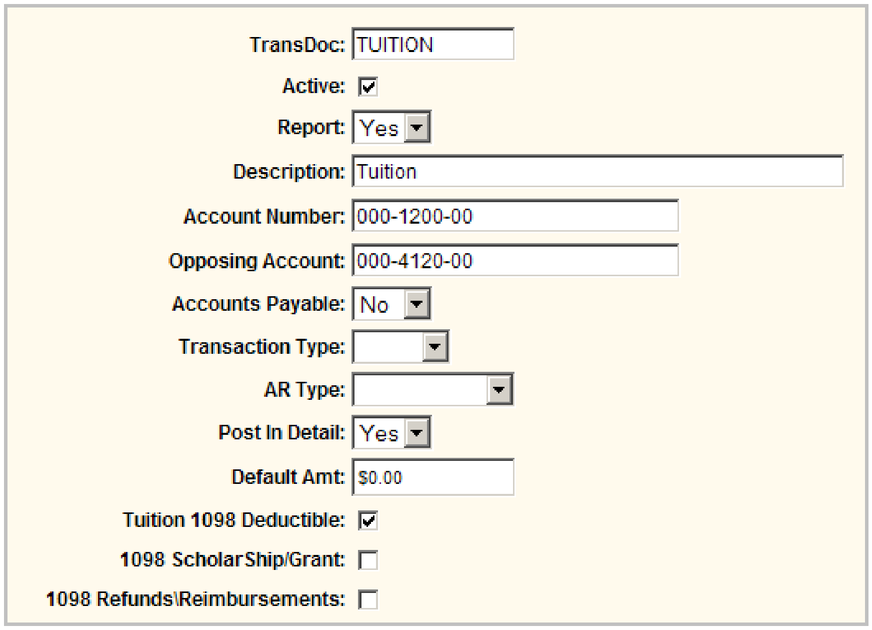


Figure : TransDoc 1098 Options

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

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

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

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

1098 Form

The Print 1098T Forms produces the 1098T Form B tax forms for the students.

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

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

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

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

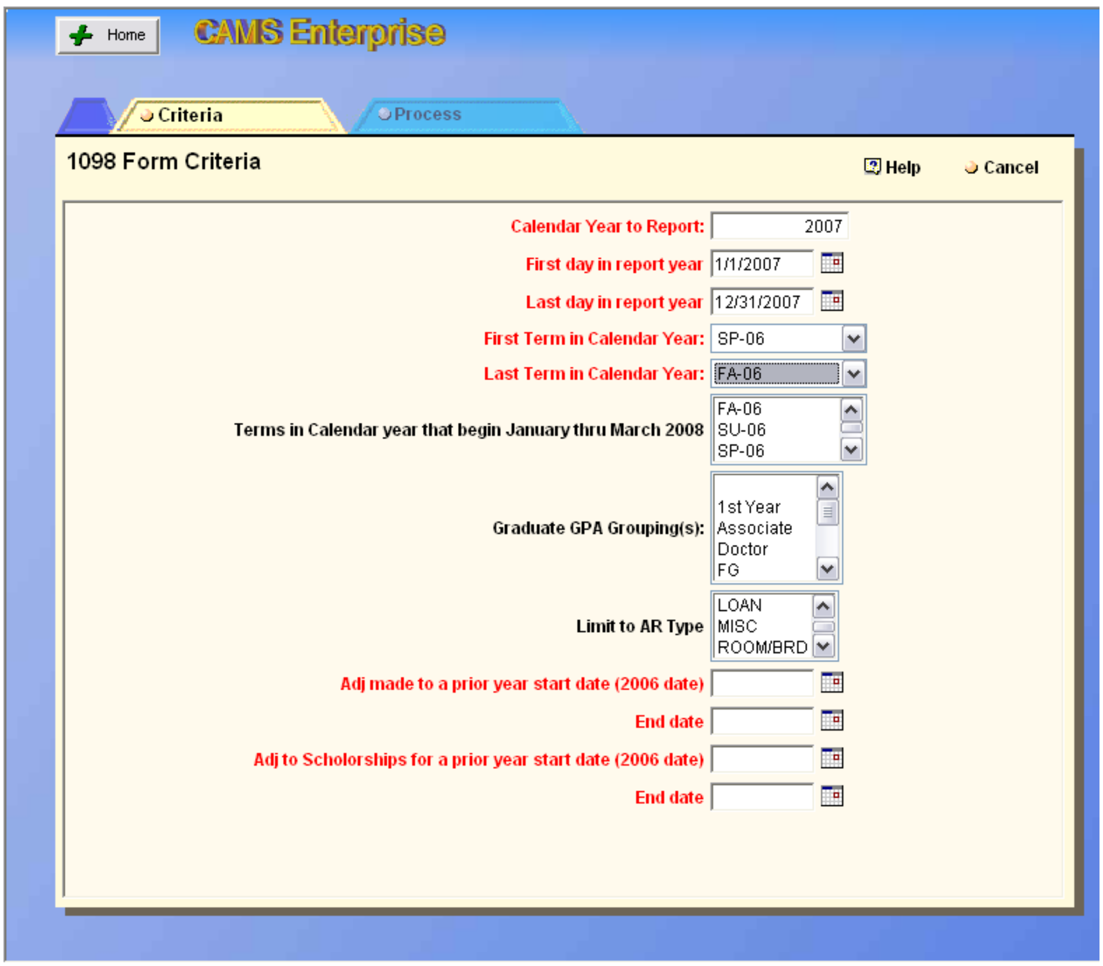


Figure 37: 1098 Tax Form

2. Choose the **Calendar Year to Report** (cannot be earlier than 1998).
3. Select **First Day in Report Year**. (This will allow the ability to add transactions for a term that were completed before or after the Calendar Year

to Report.) For example, if you had taken pre-registration for the Spring term in the Fall of the previous year, you would need to ensure that this field encompasses the date of the transaction.

4. Select Last Day in Report Year.
5. Define the First Term in Calendar Year.
6. Define the Last Term in Calendar Year.
7. If you wish to include terms from the next calendar year (pre-billing), select the appropriate term from the **Terms in Calendar Year that begin January thru March 2006**.
8. If you want the Graduate field to be checked you must select the **Graduate GPA Grouping(s)** that will be considered graduate level. If all your students are graduate level and you have no GPA Grouping set for the students you can select the Blank option.
9. Select specific accounts receivable types, if required.
10. Selecting **No** on **Show Only Required Info on Form** will display dollar amounts on the form. Otherwise, only required fields will be marked.
11. Choose Adj. made to a prior year state date (2006 date and) End Date will check for debits in posted to the student ledger last calendar year and credited this calendar year. This is a required field. To skip this information, simply enter a Start Date greater than the End Date
12. Adj. to Scholarships for a prior year start date (2006 date) and End Date will check any credits to Financial Aid packages made this calendar year for terms last calendar year. This is a required field. To skip this information, enter a Start Date greater than the End Date.
13. Click the **Process** tab.
14. Select the **Verification List Report Format**, and click **Print**. The verification list displays.
15. After verifying the information you can print the 1098 forms using the Standard option. If fields do not line up on the printed forms you may have to modify the Crystal Report to line the fields up with your printer output.

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

Late Payment Fees

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

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

Late Payment Fees Student Selection

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

Step-By-Step: Late Payment Fees Student Selection

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

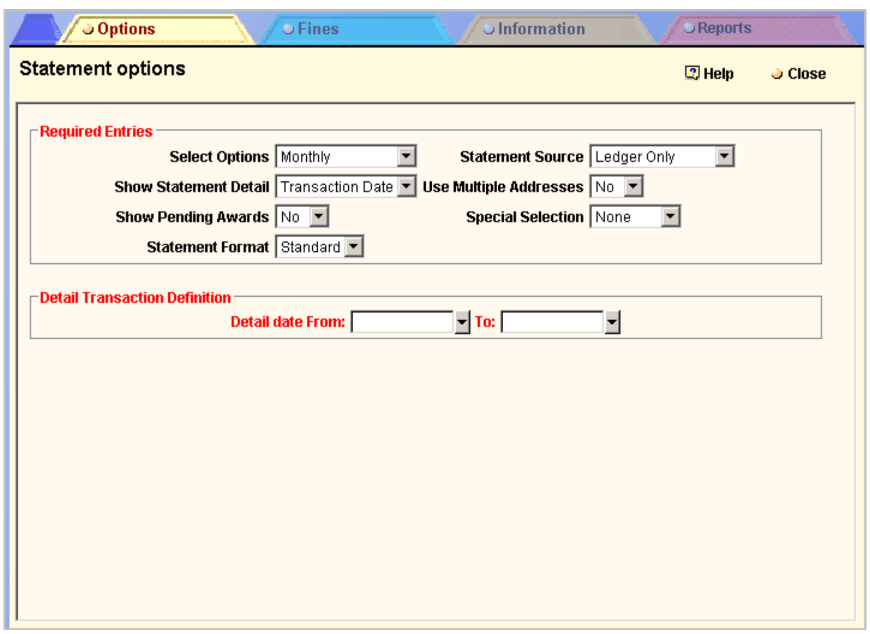


Figure 37: Statement Options Criteria

2. Provide values for all of the required entries.
3. Select options. Determine whether you will be generating statements for **one** of the following:
    - **Monthly** All students that meet one of the following two criteria:
        - They have billing/batch transactions dated between the detail dates (all balance types included)
        - They have an overall debit balance and do not have transactions in the detail date range
    - **Multiple** Any students having transactions within the detail date range
    - **Statement Detail:** Transaction Date is the effective date that was either entered at the time the transaction was created or when the transaction was distributed from the Billing Batch.
    - **Show Pending Awards:** Indicate whether or not to include pending financial aid. If "Yes" is selected, CAMS will include awards from the students' Financial Aid Ledger. Pending Awards are those awards that have not yet been transferred to the billing batch.
    - **Statement Format:** Standard is the basic statement displaying credit/debit transactions, and includes previous balances, totals, and subtotals.
    - **Statement Source:** Identify whether transactions will come from the student billing ledger only or whether batch transactions will be included as well.
    - Select the **Detail Transaction Definition** date range. Only transactions within the specified range will be included.
    - If Pending Financial Aid is to be displayed on the statement, select the term range of aid to be included. (This field only appears if Yes was selected in the Show Pending Awards field.)
4. When all options have been defined, click the **Fines** tab to continue the process.

Adding Fines

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

Step-By-Step: Adding Fines

1. Click the **Fines** tab to open the **Fine Options** window.

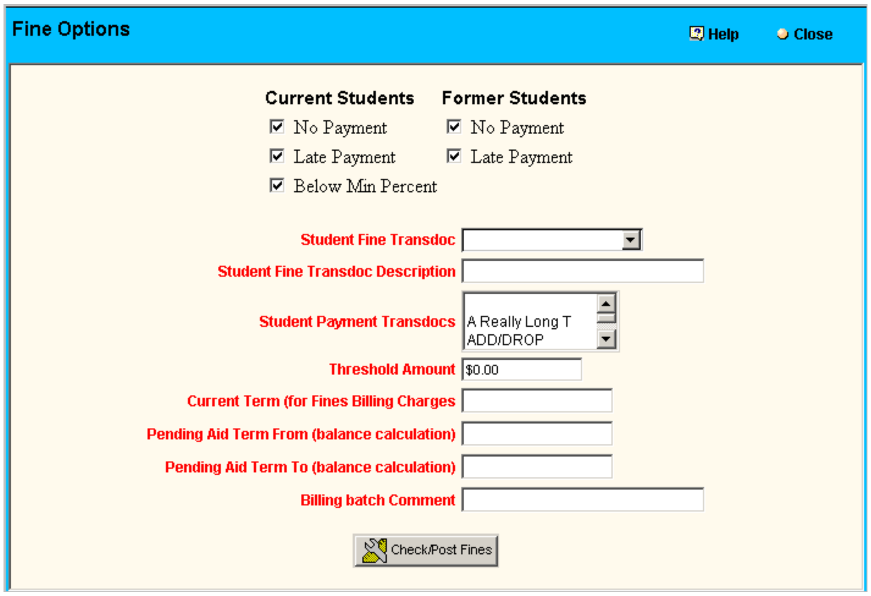


Figure 38: Fine Options

2. Select the following check boxes as appropriate.

Current Students

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

Former Students

- **No Payment:** Payment not yet received.
- **Late Payment:** Payment received after the date considered late.

3. Provide values for all of the required entries.

- **Student Fine TransDoc:** This is the TransDoc used for the late payment fine.
- **Student Fine TransDoc Description:** Description is automatically populated based on the TransDoc selected. This description appears on the statement.
- **Student Payment TransDocs:** Select TransDocs from dropdown
- **Threshold Amount:** Amount in dollars below which the student will not be charged a late fee.
- **Current Term**: (for Fines Billing Charges): Current term
- **Pending Aid Term From** (balance calculation): Term Pending Aid starts
- **Pending Aid Term To** (balance calculation): Term Pending Aid ends.
- **Billing Batch Comment:** Required comment. The fines TransDocs accumulate in a Billing Batch. Billing Batches may be searched for information in the comment field.

4. Click **Check/Post Fines** to ensure that fines and notes for non-payment of last month's minimum are posted and will appear on the statements.

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

Late Payment Statement Generation

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

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

Step-By-Step: Late Payment Statement Generation

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

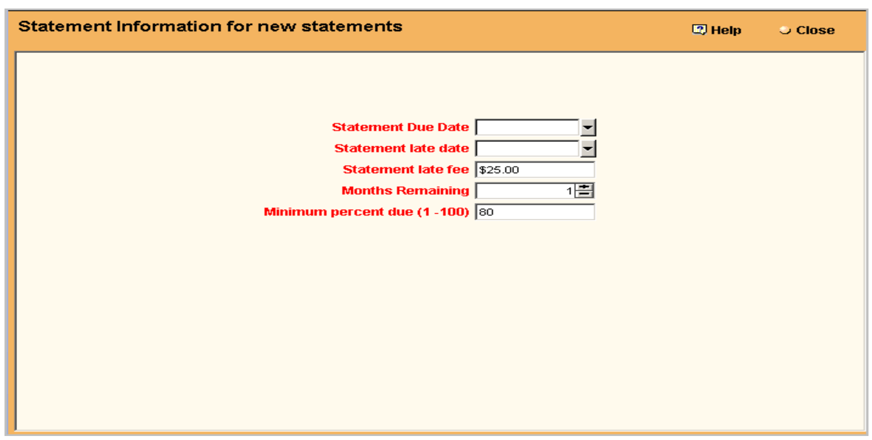


Figure 39: Statement Information for new statements

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

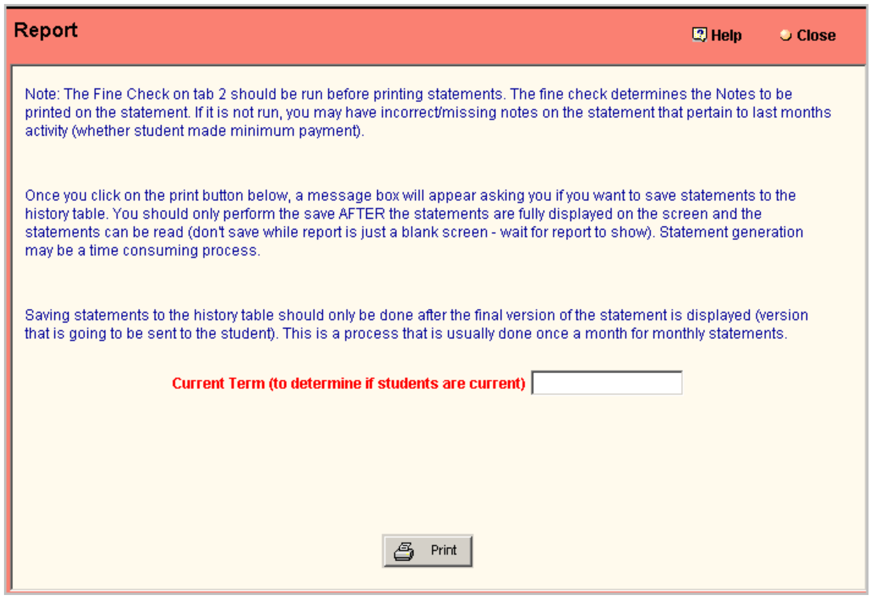


Figure 40: Report

4. Enter the **Current Term** (to determine if students are current or former).
5. Click **Print** to generate and display Late Payment Fees Statements. If you click **Print** but did not run the Fine Check, a message appears asking if you want to check now. Click **Yes**, and then return to the Fines tab. It is important to run the fine check process before generating statements in order to determine what appears in the statement notes.
6. Once you click Print, a message box appears asking you if you want to save statements to the history table. You should only perform the save AFTER the statements are fully displayed on the screen and the statements can be read (don't save while report is just a blank screen - wait for report to show). The Save statements to history table message is quickly covered over by a blank Crystal Reports screen and then by the actual reports. This message can be retrieved by minimizing the Crystal Reports screen. The Save Statement generation may be a time-consuming process. Saving statements to the history table should only be done after the final version of the statement is displayed (version that is going to be sent to the student). This will allow CAMS to determine whether payments have been made in between this month and next month when the Late Payment Statements are generated again.

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

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