



HARCUM
COLLEGE

Power Campus Users Group

PCUG DISCUSS

CREATING A NEW CHARGE/CREDIT CODE & ASSESSMENT RULE (FOR BEGINNERS)

OCTOBER 26, 2016

2:00PM EST

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What are Charge/Credit Codes & Assessment Rules?



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Charge/Credit codes and assessment rules are used to bill students for tuition and related expenses, and apply any credits or payments to their accounts.

- ▶ Tuition & Fees
- ▶ Financial Aid
- ▶ Cash Receipts

Creating a New Charge Code



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1. Create the new account in your PC test environment.
2. Ensure the GL account is set-up with Finance. If it's a new account enter in Chart of Accounts.
3. Discuss with Registrar's/Student Records how students will be entered in PC. Have them create a student in test.
4. Create the code in Charge/Credit Code in Billing Code Tables.
5. Create the assessment rule.
6. Run an assessment.

Creating a New Charge Code



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Student Scarry Ghost is going to enroll in the new PCUG Vet-Tech CE course offered at Harcum. The cost is a flat fee of \$150. Let's get her billed!

People Billing

Id: 000-08-3708 Scarry Ghost Birth: 10/31/1990 Release:

Name Address Phone Academic Financial Residency Stoplist Register Statement History Chrg/Crd Balance Pay Plan Installment Plan

Current

Academic			Fiscal		Entry	Void	Antici- pated	Printed	Detail	Description	Amount
Year	Term	Session	Year	Period							
					01/01/1900						

Total Charges: \$0.00
Total Credits: \$0.00
Total Charges/Credits: \$0.00
Total Anticipated Aid: \$0.00

People Billing

Id: 000-08-3708 Scarry Ghost Birth: 10/31/1990 Release:

Name Address Phone Academic Financial Residency Stoplist Register Statement History Chrg/Crd Balance Pay Plan Installment Plan

Academic Year/Term/Session: ALL Rollups Session All

Year	Term	Session	Program	Degree	Curriculum	Primary Flag	Enrolled Status	Enroll Credit	Admit	Grad
1: 2016	Fall		CONTST	CC	VT	<input checked="" type="checkbox"/>	ENRL	0.00		
2: 2016	Fall	1S	CONTST	CC	VT	<input checked="" type="checkbox"/>	ENRL	0.00		

Creating a New Charge Code



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Enter the new GL Account Information
in Chart of Accounts

- ▶ Billing Setflow
- ▶ Workflow
- ▶ Chart of Accounts

The screenshot shows a software window titled "Chart of Accounts". Inside the window, there is a form with the following fields and values:

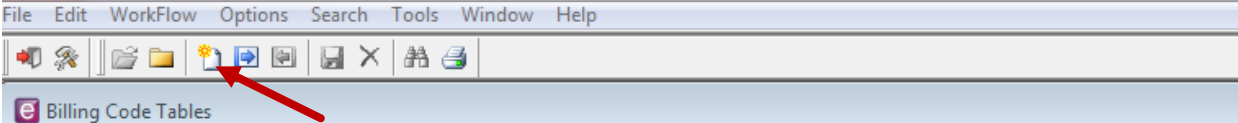
- Account: 10-0000-1234-00
- Name: Tuition-Power Campus Users Group Test
- Start Date: 09/30/2016
- End Date: 12/31/2999
- Active: Active (dropdown menu)
- ☐ A/R Account
- ☐ Cash Account
- Account Index: (empty text box)
- Account Alias: (empty text box)
- Posting Type: (empty text box)
- Typical Balance: (empty text box)

Creating a New Charge Code



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- ▶ Go to Billing Setflow
- ▶ Tools
- ▶ Code Tables
- ▶ Charge/Credit Code
- ▶ New



Billing Code Tables

Code Table	Code Value - Charge/Credit (Code)			
	Code	Short Description	Medium Description	Status
Action Status	AIDACG	AIDACG	AID ACAD COMPET GRNT	Active
Action Type	AIDACTSAT	AIDACTSAT	ACT/SAT Scholarship	Active
Address Type	AIDADULTSP	AIDADULTSP	AID ADULT SPONSORED	Active
Affiliation	AIDAESSCH	AIDAESSCH	AID PHEAAES SCH	Active
Attributes	AIDALUMNI	AIDALUMNI	AID ALUMNI ENDORSE	Active
Balance Type	AIDAMBASS	AIDAMBASS	AID STUDENT AMBASS	Active
Cancel Action Reason				
Charge/Credit (Code)				

Creating a New Charge Code



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Code Value - Charge/Credit (Code)

Code (Key): Type:

Code: Short Description:

Status: Medium Description:

☐ Handle/Late Fee Long Description:

☐ Taxable Amount: \$0.00 Flat Fee

☒ Include in Payment Option GL Account 1: Debit

☐ Fin Aid Eligible GL Account 2: Credit

☐ Eligible for Refund Statement Type:

☐ Beginning Balance Summary Type:

☐ Detail Present

Code Value - Charge/Credit (Code)

☐ Beginning Balance Statement Type:

☐ Detail Present Summary Type:

☐ Is a Tax 1098-T Type:

Print Order: Late Fee Profile:

Distribution Order: Tax Profile:

☐ Overload Associated Fin Aid Code:

Course Credit Base: 0.00 Fin Aid Upload Code:

Project ID: Fin Aid Fee:

Fin Aid Flat Fee:

Fin Aid % Fee: 0.00

Enter the information for your new code:

- Code Name-Follow your institutions naming guidelines
- Type
- Short Description & Medium Description
- Long Description-This is what prints on statements, so ensure it is reads clearly.
- Amount (if applicable).
- GL Account #s.
- Statement Type
- Summary Type
- 1098-T Type
- Print Order
- Distribution Order



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Creating a New Charge Code

If you do not create the account in Chart of Accounts first, you will receive this error message.

Code Value - Charge/Credit (Code)

Code (Key): TUITPCUG
Code: TUITPCUG
Status: Active

Type: Charge

Short Description: TUITPCUG
Medium Description: TUITPCUG
Long Description: Tuition-Power Campus User Group

Amount: \$100.00 Flat Fee

GL Account 1: 100000123400 Debit

☐ Handle/Late Fee
☐ Taxable
☒ Include in Payment Option
☐ Fin Aid Eligible
☒ Eligible for Refund
☐ Beginning Balance
☐ Detail Present

BLUE CROSS STARS Active
SCHOLARSHIP Active
ED DIRECT US 2 Active
AMES HUTTON Active
JIMBERLY CULLEN Active

Information
Account 100000123400 not on file, please re-enter.
OK

Creating a New Charge Code



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e Code Value - Charge/Credit (Code)

Code (Key): TUITPCUG
Code: TUITPCUG
Status: Active

☐ Handle/Late Fee
☐ Taxable
☒ Include in Payment Option
☐ Fin Aid Eligible
☒ Eligible for Refund
☒ Beginning Balance
☐ Detail Present

Type: Charge
Short Description: TUITPCUG
Medium Description: TUITPCUG
Long Description: Tuition-Power Campus Users Group Test
Amount: 150.00 Flat Fee
GL Account 1: 10-0000-1300-00 Debit
GL Account 2: 10-0000-1234-00 Credit
Statement Type: Harcum College
Summary Type: Tuition

Record # 1

e Code Value - Charge/Credit (Code)

☐ Fin Aid Eligible
☒ Eligible for Refund
☒ Beginning Balance
☐ Detail Present
☐ Is a Tax

GL Account 1: 10-0000-1234-00 Debit
GL Account 2: 10-0000-1234-00 Credit
Statement Type: Harcum College
Summary Type: Tuition
1098-T Type: Tuition/Expense
Late Fee Profile:
Tax Profile:

Print Order: 999
Distribution Order: 000
☐ Overload
Course Credit Base: 0.00
Associated Fin Aid Code:
Fin Aid Upload Code:
Fin Aid Fee: None

Creating a New Charge Code



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Your new code is now available and displayed in the Charge/Credit table.

Billing Code Tables

Code Table

- Action Status
- Action Type
- Address Type
- Affiliation
- Attributes
- Balance Type
- Cancel Action Reason
- Charge/Credit (Code)
- Communications Type
- Contact
- Country
- County

Code Value - Charge/Credit (Code)

Code	Short Description	Medium Description	Status
TUITPCUG	TUITPCUG	TUITPCUG	Active
TUITSUMADV	TUITSUMADV	Tuit Sum Adv	Inactive
TULDRFTFAL	TULDRFTFAL	Tuition LDR Fall FT	Active
TULDRFTSP	TULDRFTSP	Tuition LDR Spr FT	Active
TULDROV14F	TULDROV14F	Tuit LDR OVLD14 FAL	Active
TULDROV14S	TULDROV14S	Tuit LDR OVLD14 SPR	Active
TULDROVL13	TULDROVL13	Tuition LDR OVERLD13	Inactive
TULDRPTFAL	TULDRPTFAL	Tuition LDR Fall PT	Active
TULDRPTSPR	TULDRPTSPR	Tuition LDR Spr PT	Active
TULDRS1	TULDRS1	Tuition LDR Sum1	Active

Creating a new Assessment Rule



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- Go to Billing Setflow
- Workflow
- Billing Processing
- Assessment Rules Setup

The screenshot shows the 'Billing Processing' menu in the 'Harcum College - PowerCampus - Billing Setflow' application. The menu is open, displaying a list of options with their descriptions.

Category	Description
Assessment Rules Setup	Assessment Rules are the billing rules used to assess student tuition and fees. Rules may be set up for a specific year/term. NOTE: Assessment Rules created by Section Fees will not display here but can be printed on the Assessment Rules Report.
Copy/Delete Assessment Rules	Assessment Rules may be copied from one year/term to another, or one year/term/session to another. Assessment Rules may be deleted from a specific year/term or year/term/session. NOTE: Assessment Rules created by Section Fees can not be copied or deleted through this process.
Tuition Adjustment Policy Setup	Tuition Adjustment Policies are setup to control when students receive full or partial adjustments. Policies can be setup for specific Year/Terms or Year/Terms/Sessions.
Copy/Delete Tuition Adjustment Policies	Tuition Adjustment Policies may be copied from one year/term or one year/term/session to another. Tuition Adjustment policies may be deleted from a specific year/term or year/term/session.
Global Assessment	Global Assessment uses Assessment Rules to assess student tuition and fees.
Miscellaneous Assessment	Miscellaneous Assessment allows selected people to be assessed specific charges and/or credits. People can be selected based upon common criteria, or by manually entering a list of Id numbers if no common criteria exists. Organizations can be manually entered for assessments of specific charges and/or credits.
Late Fee Assessment	Late Fee Assessment calculates a flat or percentage late fee based on an overdue balance.
Posting to the General Ledger Journal	Post charges/credits to the General Ledger Journal. It is recommended to run the Posting Report after this process.
Refund Export	Refund Export process allows selected refund charges to be exported and saved as an ASCII file or -- printed.
Stop List Process	Stop List reasons may be added to a person's account based upon over due balances. Stop List can also be cleared for people that have paid on their balances.
Deleting a Batch	Delete any batch that does not contain posted records.
Beginning Balance	Beginning Balance creates a summary balance record in the new fiscal year for every person with a current fiscal year balance. Verify that a unique beginning balance code has been set up in the Charge/Credit code table for each accounts receivable account in your Chart of Accounts.
Taxpayers Relief Act	Taxpayers Relief Act wizard is used to filter out the appropriate data for printing 1098-T forms for reporting to the IRS.
Global Installment Assignment	Global Installment Assignment allows you to select a group of people for whom you want to assign an Installment.
Update of Charge Codes Amount	Charge Code Update allows you to change the charge amounts for a group of Charge Codes by a specified percentage.

Creating a new Assessment Rule



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- ▶ Go to Billing Setflow
- ▶ Billing Processing
- ▶ Assessment Rules Setup
- ▶ New

Assessment Rules Setup

Rule Information

2016/Fall

Assessment Rule:

Academic Year:

Term:

Session:

☐ Overall Term
☐ Term
☐ Session

☐ Custom SQL ☐ PreBill

Long Description:

Help Description:

Close New Criteria Delete Save

Charges/Credits

Description	Available Amount	Per Credit Flat
AID FINAID ADJUST	\$0.00	Flat Fee
Application Fee	\$50.00	Flat Fee
AR RECLASSIFICATION	\$0.00	Flat Fee
BAD DEBT RECOVERY	\$0.00	Flat Fee
BAD DEBT WRITE OFF	\$0.00	Flat Fee
BEGINNING BALANCE	\$0.00	Flat Fee

Add =>
<= Remove
Add All
Remove All

Display
☒ Charges
☒ Credits

Description	Selected Amount	Per Credit Flat
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Creating a new Assessment Rule

Assessment Rules Setup

Rule Information
2016/Fall

Assessment Rule:

Academic Year: 2016
Term: Fall
Session:
☐ Custom SQL ☐ PreBill

Long Description: Tuition-Power Campus Users Group Test
Help Description: Tuition-Power Campus Users Group Test

Close New Criteria Delete Save

Charges/Credits

Description	Available Amount	Per Credit Flat
AID FINAID ADJUST	\$0.00	Flat Fee
Application Fee	\$50.00	Flat Fee
AR RECLASSIFICATION	\$0.00	Flat Fee
BAD DEBT RECOVERY	\$0.00	Flat Fee
BAD DEBT WRITE OFF	\$0.00	Flat Fee
BEGINNING BALANCE	\$0.00	Flat Fee

Add =>
<= Remove
Add All
Remove All
Display
☒ Charges
☒ Credits

Description	Selected Amount	Per Credit Flat
TUITPCUG	\$150.00	Flat Fee

Assessment Rule Criteria

Academic Year: 2016 Term: Fall Session: ☐ PreBill ☐ Custom SQL

Rule Criteria

Column	Operator	Criteria	and/or
Transcript Detail.Add/Drop/Wait List Statu	=	A'	AND
Academic.Program	=	CONTST	AND
Academic.Degree	=	CC	AND
Academic.Curriculum	=	VT	

Select a Column
Academic.Academic Flag
Academic.Academic Standing
Academic.ACT101/SSS

Select Criteria

☒ Distinct

No Criteria Load Code Table Criteria Load Table Criteria

Save Reset View SQL Cancel Help

Enter the information for your new assessment rule:

- Academic Year
- Term
- Long Description
- Help Description
- Move your new Charge Code from Available to Selected.
- Click Criteria and enter the parameters that will be used to bill the code to students (should match what Registrar/Student Records enters).

Creating a new Assessment Rule



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Your new assessment rule is now available and displayed!

Assessment Rules Setup

Rule Information

2016/Fall

Assessment Rule: 001987

2016 / Fall / Tuition-Power Campus Users Group Test

Academic Year: 2016

Term: Fall

Session:

☐ Overall Term

☐ Term

☐ Session

☐ Custom SQL

☐ PreBill

Long Description: Tuition-Power Campus Users Group Test

Help Description: Tuition-Power Campus Users Group Test

Close New Criteria Delete Save

Charges/Credits

Description	Available Amount	Per Credit Flat
AID FINAID ADJUST	\$0.00	Flat Fee
Application Fee	\$50.00	Flat Fee
AR RECLASSIFICATION	\$0.00	Flat Fee
BAD DEBT RECOVERY	\$0.00	Flat Fee
BAD DEBT WRITE OFF	\$0.00	Flat Fee
BEGINNING BALANCE	\$0.00	Flat Fee

Add =>

<= Remove

Add All

Remove All

Display

☒ Charges

☒ Credits

Description	Selected Amount	Per Credit Flat
TUPTCUG	\$150.00	Flat Fee

Run a test Assessment!



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You can individually assess a student or run a global assessment. Since you're testing you can assess the student individually.

People Billing

Id: 000-08-3708 Scarry Ghost Birth: 10/31/1990 Release:

Name Address Phone Academic Financial Residency Stoplist Register Statement History Chrg/Crd Balance Pay Plan Installment Plan

Academic Year/Term/Session: 2016/Fall Assess

Year	Term	Session	Course	Sub Type	Section	Add/ Drop/ Wait	Status Date	Credits	CEU	Billing Credits	Name	Fee	Per Credit Flat	At St
2016	Fall	1S	VET235	Lecture	01	Add	10/07/2016	4.00	0.00	4.00	Lab Animal Science			1
2016	Fall	1S	VET235L	Laboratory	01	Add	10/07/2016	0.00	0.00	0.00	Lab Animal Sci Lab			of 2
								4.00	0.00	4.00				

People Billing

Id: 000-08-3708 Scarry Ghost Birth: 10/31/1990 Release:

Name Address Phone Academic Financial Residency Stoplist Register Statement History Chrg/Crd Balance Pay Plan Installment Plan

Current

Year	Term	Session	Year	Period	Entry Date	Void	Antici- pated	Printed	Detail	Description	Amount
2016	Fall				10/07/2016	No	No	No	No	TUITPCUG	\$150.00

Total Charges: \$150.00
Total Credits: \$0.00
Total Charges/Credits: \$150.00
Total Anticipated Aid: \$0.00

Recap



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1. Ensure you've got the details for your new code.
2. Communicate with the Finance and Registrar teams.
3. Set-up your new code in your test environment.
4. Create the new GL account number in Chart of Accounts, if applicable.
5. Create the code in Charge/Credit Code in Billing Code Tables.
6. Create the assessment rule.
7. Run an Assessment.

Questions?