



## Trip Report: ST Acct. Receivable & Cash Receipts Consultin

**Trip Report #:** 839243

**Client #:** G78

**Client name:** Grossmont-Cuyamaca Community College District

**Consultant:** Karen Henkel

**Dates of service:** 01/16/07 - 01/18/07

**Delivery method:** On-Site

**Client Participants:**

Name	Email Address	Phone Number
Brian Nath	brian.nath@gcccd.edu	619 644 7536
Mariann Nagel	mariann.nagel@gcccd.edu	619-644-7544

**Service Objectives:** AR/CR Consulting

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### Summary:

Agenda Topic	Outcome
Review of overall AR setup/strategy oWhat does it do?	Review Using AR/CR documentation at <a href="http://www.datatel.com/objectViewer.cfm?referrerID=2BEB0D45-E0FF-2C5B-6797080DEEBB8E8B&amp;objectID=55293812-B744-11D5-AF4F0002A5070708">http://www.datatel.com/objectViewer.cfm?referrerID=2BEB0D45-E0FF-2C5B-6797080DEEBB8E8B&amp;objectID=55293812-B744-11D5-AF4F0002A5070708</a>
Review of overall AR setup/strategy oWhat setup is required?	Most of the setup is in ARS and CRS folders
Review of overall AR setup/strategy oTerm vs AR balance pros/cons	On WebAdvisor, what will student see? You choose to show terms or not on FIWP by selecting to accept payments by term or not
Second week refund proposal vs Current Refund policy oDrop in second 8 week refunds health fee issue looking at custom subroutine or?	Subroutine on RGRT to calculate after Colleague calcs the charges Kick out students with five active credits - these should be OK Kick out students with ?? X = chargeable units oCredits with A, N, or D with grade of W oSTC.CURRENT.STATUS or RGARI.STATUS oSTC.FINAL.GRADE oSTC.CRED Y = what was charged by Colleague before the subroutine oRGAR.TERM.AR.CODES oRGAR.TERM.CHARGE.AMTS oRGAR.TERM.CR.AMTS Z = X-Y
Second week refund proposal vs Current Refund policy oDiscuss option of two week refund period for student rep, student construction fee, health fee	Won't make a difference in late start charges dropped with 'incorrect' refund
Report Grossmont vs Cuyamaca Receivables oWhat report(s) is there?	QueryBuilder Third party product reports Canned reports under ARP folder
Report Grossmont vs Cuyamaca Receivables oWhat kind of breakdown by college?	oAR Codes used the naming convention to identify college, type of charge ABCD A - type of charge F - Fees R - Registration charges T - Transcripts W - Waivers of reg charges B - Site C - Cuyamaca G - Grossmont CD - shorthand for actual charge

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<p>Report Grossmont vs Cuyamaca Receivables oNeed for separate AR codes by college?</p>	<p>See above</p>
<p>Hierarchy of Application of Payment</p>	<p>oWhat is it See payment allocation doc in R drive oHow does it work See payment allocation doc in R drive oWhere do we set it up oWhat daily report of payments can we do How does it look, type of breakdowns (AR code, college, etc) ABTY will show how much is unpaid broken down by AR Code for a term oRun payment allocation utilities first (BPMA, etc.) ACCA will show net charges based on parameters selected oHow are payment tied to AR codes for financial reporting requirements? Review in later visit</p>
<p>Review BOGs</p>	<p>oReview charts per college XBOG screen created to maintain BOG data per term per reporting year oOur user defined field for storing BOG oChaffey waiver rules vs current setup Chaffey uses the WAVP waiver policies to waive the BOG amounts GCCCD cannot use this for tuition since the waiver of tuition needs to be broken out by college GCCCD could use the waiver policies to waive the fees for BOG since the bottom of WAVP allows a one-to-one relationship for fee waivers Use a naming convention of Use one fees table with no waiver AR Codes or rules</p>
<p>List of accounts to use oMay just use one dummy account oHow many AR types are required?</p>	<p>See Live Decisions Excel spreadsheet</p>
<p>Error message - '...2007...' GL numbers setup against GL component definition</p>	<p>Set up GL starting FY08 in Live oGLAP, GLIN, GLAS, GLAA, GLDU Two steps in new fiscal year setup oAGLS to authorize new fiscal year oMACS to open the accounts oGLDU to update the virtual fields Two GL Account numbers will be needed in Live for ARTF and ARCF Changed GL structure to use Key (fund), TOPS (function), and Object (object) E.g., 1100300-000000-9160 is Student Receivable GL number</p>

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<p>Build Live  oDocument rules, subroutines, Virtual Fields in Database  oDocument which things need to change per  Begin of Term  End of Term  Registration  Fiscal year</p>	<p>Set IMBC to No for all items to prevent any billing until all of the pieces are in place  Review rest of setup in future visit</p>
<p>Review DREG process</p>	<p>Future visit</p>
<p>GL file structure</p>	<p>Changed file structure to Key (fund-7 digits to match up to Key in IFIS?), TOPS (function-6 digits to match up to TOPS number in Local ID on SECT), Object (object-no change)  Created new function on GLDM for TOPS with all zeroes; add correct TOPS numbers later for use on SFIN to match up to local id on SECT  Used GLAS, GLCD, GLFD, GLAA, GLDU  Answernet doc #10.2134  Fixed APTF, BKCM, ARTF, ARCF</p>
<p>SecuritySmith bought based on recommendations from Datatel salesstaff - what is it and is it still needed?</p>	<p>Future visit</p>
<p>SVM screen review</p>	<p>Operator ID used to attach person to SOD operator login to Office/privacy access/address access codes  The Office Codes are maintained in the OFFICE.CODES validation code table in Core</p>
<p>Required/inquiry only fields using UIFC</p>	<p>CREN for all users in Test  Make RCPT.PAYMENTS - first field  Make RCPT.BATCH - no access  Make ARP.TERM required - Yes</p>
<p>Opening new fiscal year in Colleague</p>	<p>The next fiscal year needs to be authorized (AGLS) and opened (MACS) before the start of the summer registration that ends in that fiscal year. E.g., Summer 2008 registration start date in May 2008, open fiscal year 2009 before registration begins (April). Also run GLDU to update the computed columns for the file suite.</p>

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<p>Chart of accounts report in Live</p>	<p>18 Jan 2007 <span style="float: right;">Chart of Accounts</span>  Page: 1  Fiscal Year: 2008</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Project</th> <th style="text-align: left;">GL</th> <th style="text-align: left;">Budget</th> <th style="text-align: left;">Number</th> <th style="text-align: left;">A/I</th> </tr> <tr> <th style="text-align: left;">GL Account</th> <th style="text-align: left;">Officer</th> <th></th> <th></th> <th></th> </tr> <tr> <th style="text-align: left;">Status Tag</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="5">-----</td> </tr> <tr> <td>1-100100-000000-8870</td> <td>General Fund</td> <td>: Unrestricted Income</td> <td>: Student Fees</td> <td></td> </tr> <tr> <td>A</td> <td>Open</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1-100100-000000-9110</td> <td>General Fund</td> <td>: Unrestricted Income</td> <td>: Cash in</td> <td></td> </tr> <tr> <td>County Trea</td> <td>A</td> <td>Open</td> <td></td> <td></td> </tr> <tr> <td>1-100100-000000-9115</td> <td>General Fund</td> <td>: Unrestricted Income</td> <td>: Cash in Bank-</td> <td></td> </tr> <tr> <td>Deposi</td> <td>A</td> <td>Open</td> <td></td> <td></td> </tr> <tr> <td>1-100100-000000-9160</td> <td>General Fund</td> <td>: Unrestricted Income</td> <td>: Accounts</td> <td></td> </tr> <tr> <td>Receivable</td> <td>A</td> <td>Open</td> <td></td> <td></td> </tr> <tr> <td>1-100300-000000-9700</td> <td>General Fund</td> <td>: Fund Balance</td> <td>: Unrestricted Fund</td> <td></td> </tr> <tr> <td>Balance</td> <td>A</td> <td>Open</td> <td></td> <td></td> </tr> </tbody> </table>	Project	GL	Budget	Number	A/I	GL Account	Officer				Status Tag					-----					1-100100-000000-8870	General Fund	: Unrestricted Income	: Student Fees		A	Open				1-100100-000000-9110	General Fund	: Unrestricted Income	: Cash in		County Trea	A	Open			1-100100-000000-9115	General Fund	: Unrestricted Income	: Cash in Bank-		Deposi	A	Open			1-100100-000000-9160	General Fund	: Unrestricted Income	: Accounts		Receivable	A	Open			1-100300-000000-9700	General Fund	: Fund Balance	: Unrestricted Fund		Balance	A	Open		
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<p>Deferred Revenue on AR Codes (ARCF)</p>	<p>Do you want Colleague to automatically calculate the deferred revenue portion? If so, the Deferred Rev GL numbers need to be attached on ARCF or the deferral will not occur. The settings on REBP will determine how the deferral takes place for summer terms.</p>																																																																						
<p>AR Codes - do we need separate GL numbers for each term for each revenue piece?</p>	<p>GL distribution rules can be used to do this so that we only have one AR Code going to multiple GL numbers  WITH INVI.TERM LIKE '...FA'  Rule example for fall terms to use on ARCF  Attach the rule to the GL number on ARGL</p>																																																																						