

## 9.2 Recalculate Third Party Contracts

**Purpose:** Use this document as a reference for recalculating a third party contract in ctcLink. Recalculating Plans should be run on a regular basis until the adjustment date has passed so that the payment plan balances are up-to-date and reflect adjustments to the student's charges.

**Audience:** Financial Services staff


 You must have at least one of these local college managed security roles:

- ZD SF Third Party Contracts
- ZZ SF Third Party Contracts

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Recalculating a Third-Party Contract

**Navigation:** NavBar > Navigator > Student Financials > Payment Plans > Third Party Contract > Assign and ReCalc

 Local policy/process will determine how often third party contracts should be recalculated.

1. The **Recalc Third Party Contracts** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

Manager Self Service
Recalc Third Party Contracts

Recalc Third Party Contracts

Find an Existing Value

Add a New Value

Run Control ID Recalc-3rd-Party

Add

Find an Existing Value | Add a New Value

- The **Recalc Third Party Contracts** page displays. (Contract Group is a delivered unused field)
- In the section titled Contract Numbers, enter the **Contract Number From** and **Contract Number To**.
- Select **Run**. Please refer to the [Process Scheduling](#) QRG for further instructions.

Manager Self Service
Assign and ReCalc

Recalc Third Party Contracts

Run Control ID Recalc-3rd-Party
Report Manager Process Monitor
Run

Parameters

Business Unit WA171
Contract Group
Add to List

Contract Numbers
Find | View All
First 1 of 1 Last

Contract Number From
Contract Number To

WORKSOURCE SUMMER
WORKSOURCE SUMMER

Save Notify
Add Update/Display

- The **Process Scheduler Request** page displays.
- Select the **Third Party Recalculation** process.

10. Select **OK**. Use the Process Monitor to ensure that the process runs successfully.

< Recalculate TP Contracts

Assign and ReCalc

Process Scheduler Request

User ID CTC\_BRAMIREZ

Run Control ID Recalc-3rd-Party

Server Name

Run Date 05/29/2019

Recurrence

Run Time 12:59:48PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Third Party Batch Assignment	SFPTPDRV	COBOL SQL	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	Third Party Recalculation	SFPTPPRC	COBOL SQL	(None) ▾	(None) ▾	Distribution

OK

Cancel

11. Process complete.