# Third Party Contract Invoice Query

**Purpose:** This query in ctcLink produces an invoice that can include student costs, registration data, SS#, and a custom notation per student.

**Audience:** Student Financials staff.

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

- ZD_DS_QUERY_VIEWER

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

User's of this query should have highly sensitive data security with one of the following roles:

- ZD_DS_QRY_FA_SSN_HIGHSENS
- ZD_DS_QRY_HR_SSN_HIGHSENS
- ZD_DS_QRY_SR_SSN_HIGHSENS

Process the below query after successfully completing the **Generate Invoice** step of the [Invoice a Third Party Contract ](#)QRG.

This process is dependent upon selecting the **Cross Reference Student Charge** on the **Create a Third Party Contract** page.

It is also dependent upon selecting the **Invoice per Student** checkbox on the **Create a Billing Request** page.

## Third Party Contract Invoice Query Processing

**Navigation: Reporting Tools > BI Publisher > BIP Query Report Scheduler**

1. The Query Report Scheduler run control search page displays.

2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_ADM_FYR_5 (Admissions Letter, Summer, FYR Admit Type).
3. The Query Report Scheduler page displays.
4. Select **Connected Query** from the **Data Source Type** drop-down.
5. Enter or search for the **Report Name**: **BCS_3PST_IVC**

To retrieve the Invoice #'s visit Student Financials > Bill Customers > Corporate Bills > Review Invoice.

The Invoice Range can also be found on the Create Billing Request 1 tab at the bottom of the page.

8. The Query prompt page displays.
9. Enter the Query Parameters:
   A. **Unit**
   B. **Prompt for Invoice Start**: ex. WA050TPC000000000000XX
   C. **and Invoice End Range**: ex. WA050TPC000000000000XX
   D. **or Contract #**: ex. 2235-TULALIP
   E. **Include NID?**: Select this checkbox to include each student's Social Security Number.
   F. Select the **OK** button.
10. The Query Report Scheduler page displays.
11. Leave the **Template As Of Date** blank.
12. Select the **Run** button. Please refer to the Process Schedule Request steps for further instructions.
13. 

It is recommended to leave the Template as of Date blank. However, you may also use the Current Date in this field.

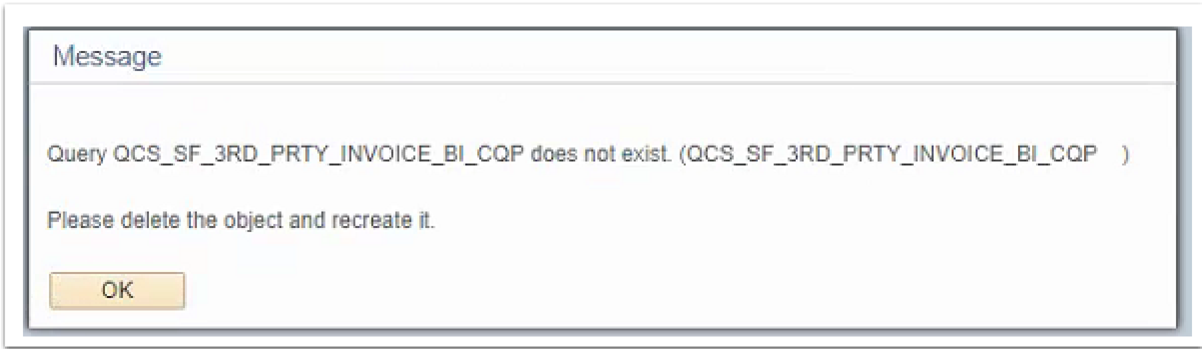
## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

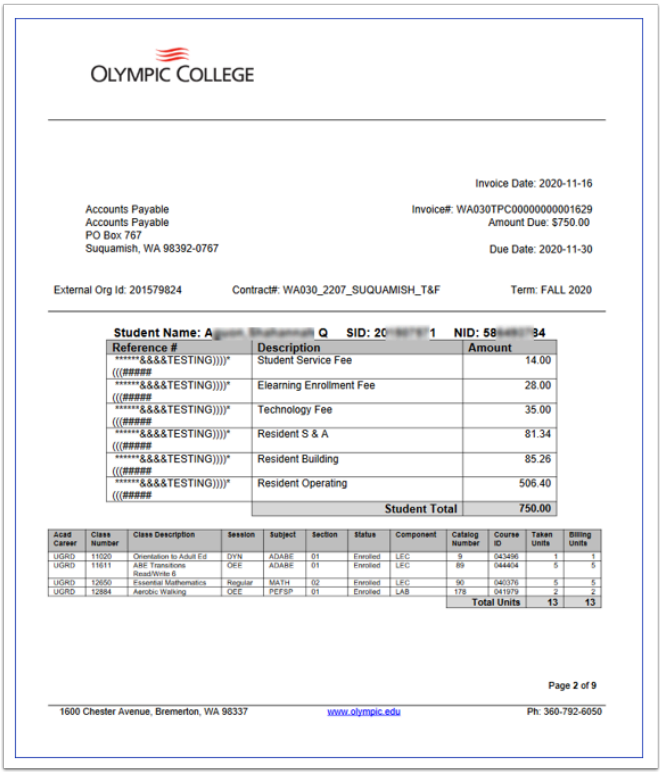
## View Tutorial Via Panopto

View the external link to Third Party Contract Invoice Query. This link will open in a new tab/ window.

## Error Message indicating missing highly sensitive query security:



# Example of invoice:



OLYMPIC COLLEGE

Invoice Date: 2020-11-16

Accounts Payable
Accounts Payable
PO Box 767
Suquamish, WA 98392-0767

Invoice#: WA030TPC0000000001629
Amount Due: $750.00

Due Date: 2020-11-30

External Org Id: 201579824 Contract#: WA030_2207_SUQUAMISH_T&F Term: FALL 2020

**Student Name: A[redacted] Q SID: 20[redacted]1 NID: 58[redacted]34**

| Reference # | Description | Amount |
|---|---|---|
| ******&&&&TESTING))))* (((##### | Student Service Fee | 14.00 |
| ******&&&&TESTING))))* (((##### | Elearning Enrollment Fee | 28.00 |
| ******&&&&TESTING))))* (((##### | Technology Fee | 35.00 |
| ******&&&&TESTING))))* (((##### | Resident S & A | 81.34 |
| ******&&&&TESTING))))* (((##### | Resident Building | 85.26 |
| ******&&&&TESTING))))* (((##### | Resident Operating | 506.40 |
| | **Student Total** | **750.00** |

| Acad Career | Class Number | Class Description | Session | Subject | Section | Status | Component | Catalog Number | Course ID | Taken Units | Billing Units |
|---|---|---|---|---|---|---|---|---|---|---|---|
| UGRD | 11020 | Orientation to Adult Ed | DYN | ADABE | 01 | Enrolled | LEC | 9 | 043496 | 1 | 1 |
| UGRD | 11611 | ABE Transitions Read/Write 6 | OEE | ADABE | 01 | Enrolled | LEC | 89 | 044404 | 5 | 5 |
| UGRD | 12650 | Essential Mathematics | Regular | MATH | 02 | Enrolled | LEC | 90 | 040376 | 5 | 5 |
| UGRD | 12884 | Aerobic Walking | OEE | PEFSP | 01 | Enrolled | LAB | 178 | 041979 | 2 | 2 |
| | | | | | | | | | **Total Units** | **13** | **13** |

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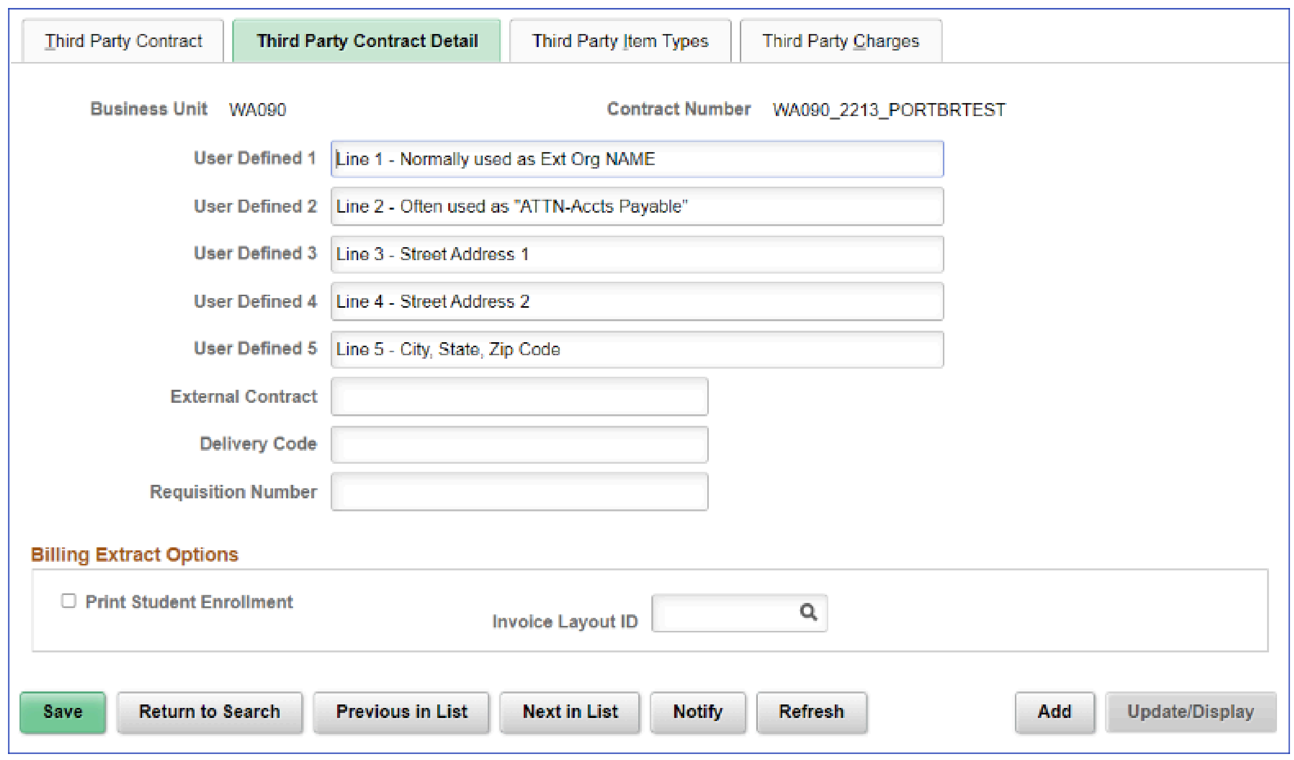
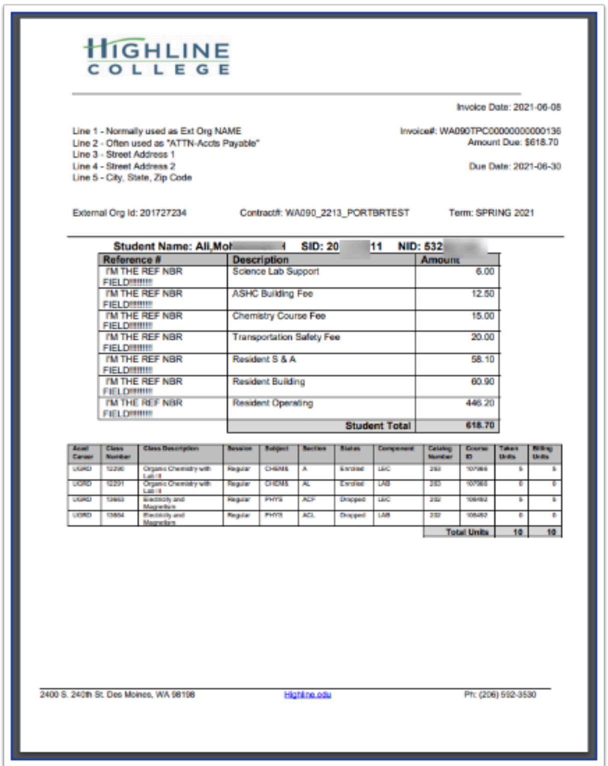
# Custom External Organization Address/Use of Third Party Contract Detail tab

If the second tab (Third Party Contract Detail) on the 3rd Party Contract **Create** page is filled out, those *User Defined* rows of data will overwrite the area on the invoice where the external organization's address usually appears.  Please see the two below images as an example.



Invoice Date: 2021-06-08

Line 1 - Normally used as Ext Org NAME
Line 2 - Often used as "ATTN-Accts Payable"
Line 3 - Street Address 1
Line 4 - Street Address 2
Line 5 - City, State, Zip Code

Invoice#: WA090TPC0000000000136
Amount Due: $618.70

Due Date: 2021-06-30

External Org Id: 201727234 Contract#: WA090_2213_PORTBRTEST Term: SPRING 2021

**Student Name: Ali,Mo[redacted] SID: 20[redacted]11 NID: 532[redacted]**

| Reference # | Description | Amount |
|---|---|---|
| I'M THE REF NBR FIELD!!!!!!!!! | Science Lab Support | 6.00 |
| I'M THE REF NBR FIELD!!!!!!!!! | ASHC Building Fee | 12.50 |
| I'M THE REF NBR FIELD!!!!!!!!! | Chemistry Course Fee | 15.00 |
| I'M THE REF NBR FIELD!!!!!!!!! | Transportation Safety Fee | 20.00 |
| I'M THE REF NBR FIELD!!!!!!!!! | Resident S & A | 58.10 |
| I'M THE REF NBR FIELD!!!!!!!!! | Resident Building | 60.90 |
| I'M THE REF NBR FIELD!!!!!!!!! | Resident Operating | 446.20 |
| | **Student Total** | **618.70** |

| Acad Career | Class Number | Class Description | Session | Subject | Section | Status | Component | Catalog Number | Course ID | Taken Units | Billing Units |
|---|---|---|---|---|---|---|---|---|---|---|---|
| UGRD | 12290 | Organic Chemistry with Lab III | Regular | CHEM& | A | Enrolled | LEC | 263 | 107966 | 5 | 5 |
| UGRD | 12291 | Organic Chemistry with Lab III | Regular | CHEM& | AL | Enrolled | LAB | 263 | 107966 | 0 | 0 |
| UGRD | 13663 | Electricity and Magnetism | Regular | PHYS | ACF | Dropped | LEC | 232 | 108492 | 5 | 5 |
| UGRD | 13664 | Electricity and Magnetism | Regular | PHYS | ACL | Dropped | LAB | 232 | 108492 | 0 | 0 |
| | | | | | | | | Total Units | | 10 | 10 |

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