Create or Copy a Third Party Contract

Purpose: Use this document as a reference for how to create & copy a third party contract in ctcLink.

Audience: All 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.

Creating a Third Party Contract

Third Party Contract Tab

Navigation: Student Financials > Payment Plans > Third Party Contract > Create

1. The **Third Party Contract** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the **Business Unit** and **Contract Number**, then select the **Add** button.
   - Ignore the warning message that "The Business Unit's Payment Plan Auto Numbering is not enabled."
   - SBCTC recommends utilizing specific contract naming conventions. We also encourage creating separate contracts for Tuition and for Bookstore charges if your college bills for both. Contract naming convention example: Business Unit (underscore) Term (underscore) Sponsor (underscore) Types of Charges
     - Examples:
       - A. WAXXX_2221_L&I
       - B. WAXXX_2233_L&I_TUITION
       - C. WAXXX_2237_L&I_BOOKS

⚠ Please do not utilize spaces or special characters when creating your contract. The use of an underscore (_) is acceptable.

4. The Third Party Contract tab page displays.
5. Enter the following based on institutional naming convention:
   a. **Description**
   b. **Short Description**
   c. **Long Description**

6. Enter or search for the **External Org ID.**

> ⚠ The list of External Organizations is lengthy and many of the names are similar. **Be careful when selecting from the External Org list.** If a contract has been created, you may edit it; however, after a student has been assigned, it cannot be used. Cancel the students from the contract, create a new contract, and then select the status of "Canceled" on the incorrect contract. Review which Org to use by: **Navigation > Campus Community > Organization > Create Maintain Organizations > Organization Table**

7. **Status**: Select from the list of values; turn it on with **Active.**
8. *Optional:* **Contract Priority -** the lower the number, the higher the priority.
   • A priority should be used if students can be assigned to more than one third party contract.

9. **Enforce Contract Max:** Typically leave checked (default).
10. **Contact Type**: Select from the list of values. Review the external organizations address for type confirmation.
11. **Contract Max**: The maximum monetary amount that the sponsor provides for all sponsored students combined. This amount cannot be adjusted after students are assigned to the contract.
12. **Student Max**: Enter the maximum the sponsor provides per student. This amount cannot be adjusted after students are assigned to the contract.
13. **Charge Tree**: Select the **Item Security** for the applicable Business Unit.
14. **Last Date**: Enter the last date that new charges can be covered or new students can be assigned. SBCTC recommends that this date is set out far into the future. This value cannot be adjusted after students area linked to the contract.
15. *Optional:* **Service Impact -** Enter the service impact that would ***prevent*** students from enrolling in a third party contract.
18. Select the **Cross Reference Student Charge** checkbox, this provides student details on the corporate account.
   A. **Due Date Tracking**: Not used - leave blank.

> ❗ It is important to select "**Cross Reference Student Charge**" to ensure the Corporate and Student Accounts have detailed charges. It is also required to run the **Third Party Contract Invoice Query**.

Video Tutorial

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

Video Tutorial via Panopto

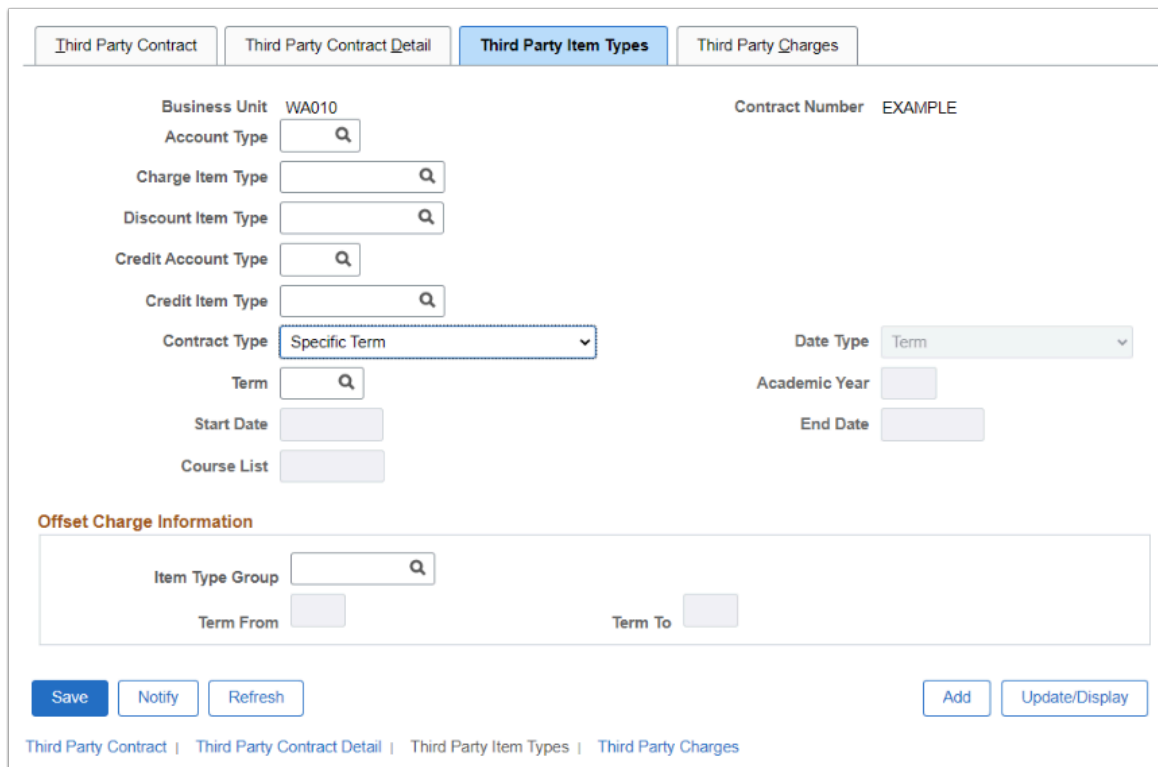View the external link to Third Party Contract Tab. This link will open in a new tab/window

Third Party Contract Detail Tab

19. Select the **Third Party Contract Detail** tab.
20. The **Third Party Contract Detail** tab displays.
21. The 5 User Defined fields correspond to the BCS_3PST_IVC invoice report; those rows of data will overwrite the external organization's address on the invoice report **IF USED**. If those fields remain blank, the Contact Type address will appear on the invoice report. Please see the QRG Third Party Contract Invoice Query for further instruction.

> ⚠️ **Note**: DO <u>NOT</u> populate the invoice layout ID (this can cause unexpected results,) please leave blank.

Third Party Item Types Tab

22. Select the **Third Party Item Types** tab.
23. The **Third Party Item Types** tab displays.
24. Complete the following fields:
    a. **Account Type**: **TPC** (third party contract)
    b. **Charge Item Type**: Third Party Charge.
    c. *Optional:* **Discount Item Type -** allows discounts to third party sponsors. Ensure you are using a **PAYMENT** item type code.
    d. **Credit Account Type**: TPC (Third Party)
    e. **Credit Item Type**: Enter or look up. This item type is visible on the student account to show what paid the charge.
    f. **Contract Type**: Select from the list of values, should be specific term
    g. **Term**: Enter or lookup the term in which the contract applies.
    h. **Item Type Group:** Not used – leave blank.

25. Select the **Third Party Charges** tab.

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Third Party Charges Tab

27. The **Third Party Charges** tab displays. Enter the following:
    A. **Tree Node:** Select the nodes that can be billed to the third party sponsor.
    B. **Max Amount:** Enter the maximum amount to to be transferred to the corporate account for the corresponding tree node.
    C. **Percentage:** Typically **100%.**
    D. **Charge Item Type:** Should be the same as entered on the Third Party Item Types tab.

28. Select the **Add a New Row [+]** button to add a new row and repeat steps 27A through 27D.
    A. To remove a row, select the **Remove a Row [-]** button on the appropriate line.

29. Select the **Save** Button.

> ❗ Once students have been assigned to the contract, you cannot remove/delete Tree Nodes. You may only add Tree nodes when students have been assigned.

30. Process complete.

Copy a Third Party Contract

Third Party Contract

Navigation: Student Financials > Payment Plans > Third Party Contract > Create

1. The **Third Party Contract** search page displays.
2. On the **Find an Existing Value** tab enter the Business Unit.
3. Enter additional **Search Criteria** (Contract Number, External Org ID or Description) to locate a contract to copy and select **Search**.
4. The Third Party Contract tab displays.
5. Select the **Copy** button and the **Copy Contract** page displays.
6. Enter a new, unique contract number in the **New Contract Number** field and enter a **Description** for the new contract.
7. Check the **Copy All Values** checkbox.

> ❗ Please do not utilize spaces or special characters when creating your contract. The use of an underscore (_) is acceptable.

8. Select the **Next** button.
9. The Third Party Contract page displays.
10. Update the contract values using the instructions at the beginning of this guide.
11. When editing is complete, select the **Save** button.

> ❗ If copying from one term to the next, ensure that you update the Term field on the Third Party Item Types tab.

12. Should students also be copied over in this contract? If so, refer to the [Rollover Third Party Contract](#) QRG.
13. Process complete.

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