Create or Copy a Payment Plan

Purpose: Use this document as a reference for creating and copying a student payment plan in ctcLink.

Audience: Student Financials staff.

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

- ZZ SF Payment Plan
- ZD SACR SF All Config

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

⚠ If you have never created a Payment Plan at your institution and will be allowing Self Service enrollment, use the following navigation in order to "Allow Payment Plan Enrollment" for students prior to self service enrollment beginning: Set Up SAC.R > Common Definition > Self Service > Student Fi.nancials > SF Institution Set.

Creating a Student Payment Plan

Navigation: Student Financials > Payment Plans > Payment Plan > Create

1. The Payment Plan Contract search page displays.
2. Select the **Add a New Value** tab. Select the **OK** button when the Error Message appears.
3. Enter the **Business Unit and Contract Number,** then select the **Add** button**.**

Payment Plan 1 Tab

4. The **Payment Plan 1** tab displays.
5. Enter a **Description**, **Short Description**, and **Long Description** based on local naming convention.
6. Enter, select, or search for the following:
   A. **Pay Plan Type**: Select "Credit Original Account".
   B. **Status**: Select from the list of values; typically "Active"**.**

C. **Total Budget Amt**: Enter the maximum amount that can be applied to the payment plan.
D. **First Bill Date**: Enter the day payments can begin. It can be the date self service enrollment is to start. Students can only make payments after this date. Must be current date or future, may not be backdated.
   - For example, for the winter quarter, a first bill date of 12/1/2019 (with *Payment Due Days* of 15) would allow a student to pay against the 1st installment on 12/1/2019. If the first bill date is the same as when the payment is due, they would not be able to pay prior to the due date.

E. **Payment Due Days**: Enter the number of days after the bill date that the payment is due.
F. **Number of Payments**: Enter the number of payments in this plan.
G. **Term**: Enter the academic term this payment plan applies to.
H. **Last Date**: Enter the last date that charges can be added or adjusted and still be picked up by the plan (usually two years added to the bill date).
I. **Billing Cycle**: Enter the billing frequency.
J. **Service Impact**: Enter the service impact that would prevent a student from enrollment in the payment plan.

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 [Payment Plan 1 Tab](#). This link will open in a new tab/window.

Payment Plan 2 Tab

7. Select the **Payment Plan 2** tab.
8. The **Payment Plan 2** tab (displayed below)
9. Select the **Plan Type:**
   a. **Calculated**: Select to determine which charges to include based on the rules that you define on this page. If you use this option, each time that you calculate or recalculate the payment plan, the system picks up all eligible charges and adds them to the plan balance. You can also use the Calculate Real Time option to have the contract recalculated each time an eligible change occurs in the student's account. (*Available* in Self Service Enrollment.)

b. **Existing**: Select to manually choose which charges to include in each student's payment plan at the time you add the student to the plan. (*Not available for Student Self Service*.)
c. **Lump Sum**: Select to create a payment plan for a fixed amount. This is the most basic type of plan and is useful for students who do not expect any changes to occur in their accounts and know how much they need to finance. (*Available* for Self Service Enrollment.)

10. Enter, select, or search for the following:
a. **Maximum Amount**: Same field as Payment Plan 1 tab
b. **Item Type Group**: Item type group that includes all of the charges to be included in the payment plan (calculated only)
c. **Offset Item Type Group**: Item type group that includes payments, financial aid, or both that the system uses to offset (pay/clear) charges and thereby reduce the amount of the payment plan (calculated only)
d. **Term**: Term that includes the charges
e. **Charge Date**: Specifies when the charges can be posted or adjusted. Make sure the "Add" date will include registration for the term and the "Adjust" date would last until the end of the term.
   • Add: Earliest date to include.
   • Adjust: Latest date when the plan can be changed.

f. **Offset Term**: Term that includes the charges
g. **Charge Offset Date**: Specifies when the Charge Offset (like credits or payments) can be posted or adjusted. Make sure the "Add" date will include registration for the term, the "Adjust" date would last until the end of the term.
   • It is recommended to match the *Charge Dates* to the *Charge Offset Dates*.

h. **Anticipated Aid Term/Date**: Delivered/unused - do not include.
i. **Calculate Real Time:** Allows the system to "automagically" adjust the payment plan when enrollment/payment changes occur – if not checked, recalculating manually is required.

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Payment Plan Item Type Tab

11. Select the **Payment Plan Item Type** tab.
12. The **Payment Plan Item Type** tab displays.
13. Enter, select, or search for the following:
    A. **Adjustment Option**: Select from the list of values.
    B. **Extra Payments Option**: Select how payment over the agreed amount are disbursed.
    C. **Account Type**: Always**"PPL"** (Payment Plan).
    D. **Charge Item Type**: Select "Payment Plan Charge" from the list of values (this is how the student owes on the plan).
    E. **Payment Item Type**: Select "Payment Plan Payment" (this is how the tuition, etc. is paid on the student account).

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Self Service Options Tab

14. Select the the **Self Service Options** tab.
15. The **Self Service Options** page displays.
16. **Allow Self Service Enrollment**: Select to enable self service enrollment in the payment plan.
17. **Self Service Description**: Enter a useful summary of the payment plan that is _displayed to the student_ in the payment plan.
18. **Self Service Start Date**: Date when students can _access and enroll in the plan_.
19. **Self Service End Date**: Last date that students can enroll (this date takes into account the first date of billing).
20. Options within the Conditions at Plan Enrollment:
    a. **Student Group**: Narrow down who is able to enroll in this plan

b. **Limit Plan to Existing Charges**: Select to allow the student to link only the eligible charges to the payment plan at the time of payment plan enrollment. Any additional transactions do not affect the payment plan amount. If you do not select this plan, charges added are added to the balance and included in the plan (up to the max amount)
c. **Allow Change in Amount**: Select to allow the student to change the contract amount less than the payment plan max amount or less than the existing charges but greater than the minimum amount
d. **Allow Change in Installments**: Select to allow students to change the # of installments
e. **Minimum Amount**: Lowest amount that can be split for the plan.

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Payment Plan Fee Tab

21. Select the fifth and final tab, **Payment Plan Fee**.
22. The **Payment Plan Fee** tab displays.
23. Enter the:
     A. **Type of Assessment:** "Payment Plan Fee" is typical. Other options are "Percentage of Payment Plan" or "Monthly Interest Rate"
     B. **Payment Plan Fee:** Enter a dollar amount **OR**
        I. **Percentage of Payment Plan:** Enter the percent to charge based on the dollar amount of the payment plan **OR**

     C. **Monthly Interest Rate:** Enter the monthly interest rate.
     D. **Assessment Fee Split:** Select an option from the drop down.
     E. **Assessment Item Type:** Select an option from the list of values.

24. Select the **Save** button.
25. Process complete.

💡 You can utilize the BI Publisher query QCS_SF_PMT_PLN_PRG_BI to track student payments.

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Copy an Existing Payment Plan

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

- ZZ SF Payment Plan

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

Navigation: Student Financials > Payment Plans > Payment Plan > Create

1. The Payment Plan Contract search page displays.
2. Enter the **Business Unit, Contract Number,** and **Term.** Then, select **Search.**
3. The **Payment Plan 1** tab displays.
4. Select the **Copy** button.
5. The Copy Contract page displays.
6. Enter the **New Contract Number** and **Description**.
7. Select **Copy All Values** checkbox to copy all related contract information from the previous contract, then select the **Next** button.
8. The Payment Plan 1 tab displays.
9. Edit the payment plan as needed following the instructions in the "Creating a Student Payment Plan" section above. Review each tab to confirm and edit contract parameters.

10. Select the **Save** button.
11. Process complete.

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