Term Rollover Checklist

Purpose: Use this document as a reference for the below Term Rollover processes in ctcLink.

Audience: Student Financials staff, Finance staff.

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

- ZC SACR SF Cashiering Config
- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Cashiering Config
- ZZ SACR SF Charges Fees Config

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

Term Default

The Term Default establishes which Term student payments are applied to when payments are made online.

Navigation: Set Up SACR > Product Related > Student Financials > Charges and Payments > SF Term Default

1. The **SF Term Default** search page displays.
2. On the **Find an Existing Value** tab, enter the **Business Unit** and then select **Search.**
4. The **Term Default** page displays.
5. Select the **Add a New Row [+]** icon.
6. Enter the **Effective Date**.
   - This date must either match the **Term Begin Date** field below or the date that registration opens for the Term that you are adding.
     - Example: Winter 2024 registration at my college opens November 15th. I will enter 11/15/2023 for the Winter 2024 Term.
7. Enter or search for the **Term**.
8. Enter the **Term Begin Date** and the **Term Ending Date** fields**.**

- The Term Begin date should be the date that your term begins. This can be found on your **Term/Session Table**.
- The **Term Ending Date**should be one day prior to the next terms Effective Date.
  - Example: The **Effective Date** for Spring 2024 at my college is 4/1/2024. The **Term Ending Date** for Winter 2024 is then 3/31/2024.

9. Enter the **Academic Year**.
10. Enter the **Antic Aid Term From** = <first term you want to be considered for anticipated financial aid>.
11. Enter the **Antic Aid Term To** = <last term you want to be considered for anticipated financial aid>.
12. Select the **Save** button.
13. Section complete.

> ⚠ If a date gap exists between the effective dates of terms within this page and a specific term is not selected for manually added transactions, the system will defer to the most recent effective date and use that term as the default (resulting in the wrong term for a transaction.)
>
> For example: Fall 2020 term has the most recent effective date, but Winter ends on 03/15/2020 and spring's begin term date is 03/30/2020. The system will use Fall 2020 for the date gap range between 03/16/2020 to 03/29/2020 transactions if a specific term is not selected for any manually added transaction.

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 Term Default. This link will open in a new tab/window.

☐ Adjustment Calendars

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

The Adjustment Calendar assigns a refund value (via percentage) to the student account. This calendar governs how ctcLink adjusts term and class level fees when a student withdraws or drops a class. Always discuss any adjustment to this calendar with the enrollment/registration staff.

ctcLink uses the number of days that a term or class has been in session or the class attendance percentage to determine the percentage of refund due.

Note: It is required to copy one at a time.

Note: The start of the term is considered day **0 (zero)** based on your Academic Calendar which is located on your Term/Session Table.

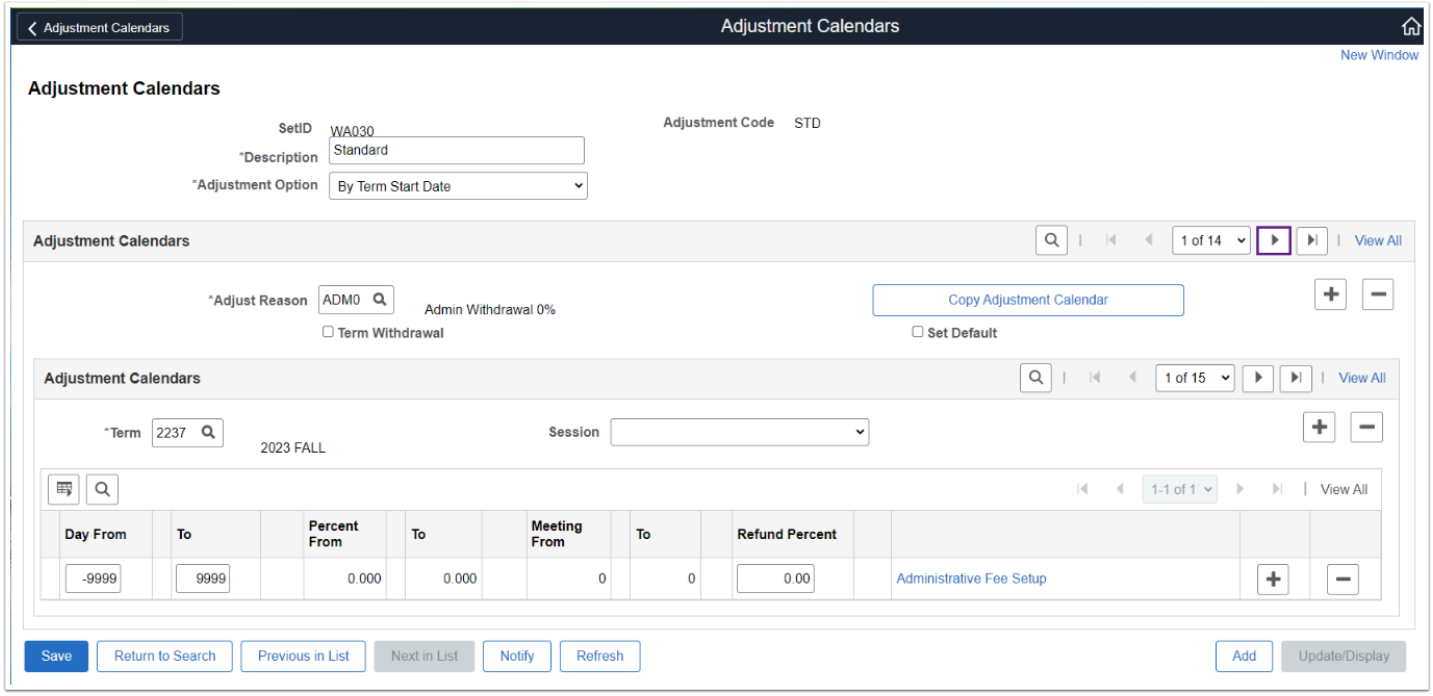
You will need to roll over **all** calendars being utilized by your institution.

Please refer to the Create an Adjustment Calendar QRG if you are needing to create a new Adjustment Calendar.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Adjustment Calendars

1. The **Adjustment Calendars** search page displays.
2. Enter the **SetID** and select **Search.**
3. Select the **Adjustment Code** link that you want to roll.
5. The **Adjustment Calendars** page displays.
6. Select the **Copy Adjustment Calendar** button**.**
8. The **Enter From and To Term/Session** window displays.
9. Enter or search the **From Term** and **To Term**. Select the **OK** button.

10. Update the values on the **From Day**, **To Day** and **Days** fields, if required.
11. Select the **Save** button.
12. Select the right arrow (>) under the **Adjustment Calendar Adjust Reason** code section to move to the next **Adjust Reason**. Do not select the right arrow of the Adjustment Calendars Term section.
13. Repeat steps 6 through 10 until all **Adjustment Reason** codes have been rolled.
14. Repeat steps 3 through 13 for any other Adjustment Calendars that are being utilized.
16. Section complete.



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 Adjustment Calendar. This link will open in a new tab/window.

▢ Billing and Due Calendars

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

The Billing and Due calendar assigns a due date for charges associated with tuition calculation. These calendars help to determine the amount of fees due to be paid by a particular time. Because a due date calendar is required for the setup of fees, you must define at least one billing and due date calendar for your institution. You can also define additional billing and due date calendars as needed to meet the requirements of your business processes.

Note: Copy one by one if you have multiple Billing and Due Calendars.

The Billing and Due Calendars must be adjusted before Enrollment/Tuition Calculation occurs for the updates to accurately reflect on student accounts.

The due date is locked-in once tuition and fees have been calculated using a Billing and Due Date Calendar setup. The initial due date doesn't change even when you modify the setup then recalculate tuition.

Note: The start of the term is considered day **0 (zero)** based on your Academic Calendar which is located on your Term/Session Table.

Note: Utilizing "999" is 2.74 years. If Tuition Calculation is ran on a student in a prior term, a Tuition Calculation Error may occur. To eliminate this issue, utilize "9999" instead.

Navigation: Set Up SACR > Product Related > Student Financials >Tuition and Fees > Billing and Due Calendars

1. The **Billing and Due Calendars** search page displays.
2. Enter the **SetID** and select **Search.**
3. Select the **Due Date Code** link that you want to roll.
5. The **Billing and Due Calendars** page displays.

6. Select the **Copy Billing and Due Calendar** button.
8. The **Enter From and To Term/Session** window displays.
9. Enter or search the **From Term** and **To Term** fields. Select the **OK** button.
10. Update the values on the **From Day**, **To Day** and **Days** fields, if required.
11. Select the **Save** button.
12. Repeat steps 3 through 11 for any other Billing and Due Calendars that are being utilized.
13. Section complete.

Below Video Tutorial: to read the 2 lines listed in the **Due Date details** section says...

1. "Students that register prior to the 3rd day before the term starts must pay tuition by the 3rd day before the Term Start Date." This is configured via the Pivot Date and Due Date Calc field. These fields are tied by populating Days from Pivot Date in the Due Date Calc field. The **Pivot Date** is the **Term Start Date**.
   a. For this top line, -9,999 days before and all the way to 3 days before the term start date, that registration is due on the 3rd day before the start date (the "-3 **Days**" field is indicative of this.)
2. "Students that register after 2 days prior to the start (and thereafter) of the term have 1 day to pay tuition." This is configured via the Pivot Date and Due Date Calc field. These field are tied by populating Days from Run Date in the Due Date Calc FIeld. The **Run Date** is when the student **registers**.
   a. The first two fields on the left side take into account when the student registers - read the line as 2days before and 9999 after the term start date; if a registration is assessed, then that student has 1 day to pay (the "1 **Days"** field is indicative of this).

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 Billing and Due Calendar. This link will open in a new tab/ window.

Tuition Calculation Controls

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

Tuition calculation controls determine the academic careers that are eligible for tuition and fee calculation each term.

Note: Insert a new row under each **Academic Calendar** by selecting the Add a New Row [+] icon under **Term Controls** for each new term.

Navigation: Set Up SACR > Product Related >Student Financial > Tuition and Fees > Tuition Calculation Controls

Please submit a ticket to the ctcLink Service desk about when the upcoming term's tuition should be added to the nightly tuition calculation job.

1. The **Tuition Calculation Controls** search page displays.
2. Enter the **SetID** and select **Search**.
4. The **Tuition Calculation Controls** tab displays.
5. Beginning with the first Academic Career, select the **Add a New Row [+]** icon under the **Term Controls** section to insert a new row. *(SBCTC has found issues if trying to copy, starting with the second Academic Career)*
6. Enter the **Term** and check the:

   a. **Auto Calculate Tuition** checkbox.
   b. **Auto Calculate Self Service** checkbox.
   c. **Auto Calculate Waivers** checkbox.

7. Select the **Save** button.
8. Select the **Refund Calculation Controls** tab and the **Refund Calculation Controls** tab displays.
9. Select the **Add a New Row [+]** icon to add a new line.
10. Enter the **Term** and select **Save.**
11. Select the **Error/Warning Controls** tab and the **Error/Warning Controls** tab displays.
12. Select the **Add a New Row [+]** icon to add a new line.
13. Enter the **Term** and check the:
    a. **Include Status of Warning** checkbox.
    b. **Include Status of Message** checkbox.
14. Select the **Save** button.
15. Repeat steps 5 through 14 for the second Academic Career.
16. Section complete.

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 Tuition Calculation Controls. This link will open in a new tab/ window.

▢ Term Fees

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

Copy Term Fees

Term fee codes are the most generalized method of establishing rates for tuition and fees.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Term Fees

Each term fee code comprises one or more term fee definitions.

Each term fee definition comprises one or more term sub fee codes and each term sub fee code comprises one or more term sub fees.

This multilevel structure provides flexibility and convenience. After you define your term fees for one term, you can copy those same fees forward to subsequent terms. This enables you to set term fees at the start of each term; you do not have to redefine your term fee schedule with each new term, which reduces data entry time.

The Term Fees can be copied forward to the next quarter before updating the tuition charge amount. This can make for less data entry.

Note: Make sure to select Copy All Term Fees from the Copy Options drop-down.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Copy Term Fees

1. The Copy Term Fees search page displays.
2. The Copy Term Fees search page displays.
3. 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., WA010_RUN_CRED_HIST_AR (Peninsula, Run Credit History, User Initials).

3. The Copy Term Fees page displays.
4. Under the Parameters section, select Copy All Term Fees from the Copy Options drop-down menu.
5. Enter the **SetID**.
6. Enter the 'copy-from' term in **From Term** field and then enter the 'copy-to' term in **To Term** field.
7. Select **Run** and then select **OK.**
8. Section complete.

You can verify that the Term Fees have been copied by going into the Term Fee and selecting the Term Fee tab. Navigation: **Setup SACR > Product Related > Student Financials > Tuition and Fees > Term Fee.** You can also run the query CTC_SF_TUITION_SETUP. The query prompts are Business Unit and Term.

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 Copy Term Fees. This link will open in a new tab/window.

Update Individual Tuition Term Fees

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

For each Tuition Term Fee, the charge amount needs to be updated.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Term Fees

1. The Term Fees search page displays.
2. On the **Find an Existing Value** tab, enter **SetID**.
3. Select **Search**. The Search Results section of the page populates.
4. Select the **Term Fee Code** you wish to update.
5. The Term Fees page displays.
6. Verify you are on the correct term by selecting the **Term Fees** tab. If you do not see the correct term, there is a **Copy Term Fee** button that quickly copies the information to a new term.
7. Select the **Term Sub Fees** tab to update the applicable fields to the new amount(s):
   - **Amount/Unit**: Enter the amount to charge per unit.
   - **Flat Amount**: Enter a flat amount to charge, regardless of the units taken.
   - **Amount/Unit** (surcharge): Enter a per unit surcharge for overload units. Used most often with the tuition term fees.
8. Select **Save**.
9. Process complete.

Note: Tuition related term fees will have 3 different rows of Sub Fees to represent the 3 different levels of tuition (credits 1-10, 11-18, 18+).

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 Update Term Fee Rate. This link will open in a new tab/window.

☐ Minimum/Maximum Fees

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

You can define a minimum and maximum range for all of your fees and charges. You can set fee ranges for sessions, terms, academic years, and billing careers so that they build off one another.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Minimum / Maximum Fees

1. The Minimum / Maximum Fees search page displays.
2. Enter the **SetID** and select **Search**.
3. Select the Min/Max Fee Code link that needs to be updated.
5. The Minimum/Maximum Fees 1 tab displays.
6. Select the **Add a New Row [+]** icon under the **Academic Year Minimum/Maximum** section.
7. Enter the:
   A. **Academic Year**.
   B. **Minimum Amount**.
   C. **Maximum Amount**.
8. Select the Minimum/Maximum Fees 2 tab and the Minimum/Maximum Fees 2 tab displays.
9. Select the **Add a New Row [+]** icon under the **Term Minimum/Maximum** section.
10. Enter the:
    A. **Term.**

B. **Minimum Amount**.
C. **Maximum Amount**.

11. Select the **Save** button.
12. Section complete.

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 Minimum/Maximum Fees. This link will open in a new tab/ window.

☐ Transaction Fees

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

- ZD SACR SF All Config
- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

Transaction fees are additional fees that are charged to students in the event of an enrollment transaction such as the adding or dropping of a class. You set up transaction fees by term with an effective date for each term.

Note: Copy one by one if you have more than one transaction fee.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Transaction Fees

1. The Transaction Fees search page displays.
2. Enter the **SetID**.
3. Enter or search for the **Transaction Fee Code**.
5. The Transaction Fees page displays.
6. Select the **Copy Transaction Fee** button.
7. The Enter From and To Term/Session window displays.
8. Enter the**:**
   a. **From Term**.
   b. **To Term**.
9. Select the **OK** button.
10. Enter or select the:
    a. **Effective Date**.
    b. **Transaction** type.
    c. **Amount**.
    d. **Account Type**.
    e. **Item Type**.
11. *Optional:* Enter or search for the Minimum/Maximum Fee Code.
12. Enter or search for the **Due Date Code.**
13. Select the **Save** button.
14. Section complete.

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 Transactions Fees. This link will open in a new tab/window.

☐ Class Fees/Course Fees/Course List Fees

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

- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

After term fees, course fees and class fees are the most generalized method of establishing rates for fees.

Work with your class builders to determine if the rollover is necessary. The rollover process can add and/or override any fees that have already been established for the upcoming term schedule.

Please refer to the Maintaining (Updating) BEdA Course Lists and Course List Fees QRG to ensure that any newly created BEdA Courses have been added to the Course List.

Navigation: Set Up SACR > Product Related > Student Financials > Course and Class Fees > Class /Course Fees Rollover

1. The Class/Course Fees Rollover run control ID 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 **Class/Course Fees Rollover** page displays.
4. Enter the **SetID**.
5. Enter the **From Term** and **To Term.**
6. Select the checkboxes for what you would like to roll over:
   - **Class Fees:** A class is a particular instance or section of a course and the fee will be applied at the class level.

- **Course Fees:** A course fee will apply at the course level, that is, all classes will be applied the same course fee.
  - *Note: If a class has been configured with both a course and class fee, the class fee supersedes the course fee.*
- **Course List Fees**

7. Select the **Run** button. Please refer to the Process Schedule Request steps for further instructions.
8. Section complete.

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 Class/Course Fees Rollover. This link will open in a new tab/ window.

☐ 1098-T Taxes

Copy/Update 1098-T Table/Template QRG