Student Accounts Billing/Adjusting

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Go to PeopleSoft at www.albany.edu/ias and log in using NetID and password

Create Group Data Entries

Invoices may be grouped with invoices, and adjustments with adjustments, but they may not be grouped together. When adding a new invoice the three categories that may be in the same group are Book Replacement Cost, LIB Maximum Fine, and LIB Processing Fee.

Note for Adjustments: When adjusting an invoice, it is necessary to select the same Term as when the invoice was added to PeopleSoft. This will enable the software to subtract payments properly from the proper term. The correct term can be determined by selecting View Customer Accounts and then drilling down into the invoice.

1. Go to Create Group Data Entries (Student Financials Charges and Payments Group Processing Create Group Data Entry)
2. Select the Add a New Value tab, Business Unit should say ALBNY, and click the yellow Add button

   ![Image](image1.png)

   a. Group Type: Choose Library Fines and Fees, Origin ID: Click the , the yellow Look Up button, and select Student Accounts - IFR.

3. Group Type: Choose Library Fines and Fees, Origin ID: Click the , the yellow Look Up button, and select Student Accounts - IFR.

   ![Image](image2.png)

   a. Click the Group Line Entry tab at the top

   a. Enter the patron’s Albany ID # in the ID field. Hit tab and make sure the name matches.
   b. Enter “LIB” or Select the next to Account Type, the yellow Look Up button, and select Library Services from the drop down menu
   c. Select the next to Item type, and then the yellow Look Up button.

   i. If this is a new invoice select either Book Replacement Cost, or LIB Maximum Fine, or LIB Processing Fee (you will repeat these steps if adding more than 1).
   ii. If this is an adjustment select LIB Adjustment (Reminder: you CANNOT mix adjustments with new charges)
   d. In the amount field, enter the book price, fine, or fee, based on the item Type selected when adding a new invoice. For an adjustment, enter the total amount (ALL fines + fees) that is being adjusted off the patron’s invoice.
   e. Select the next to Term and select the term the University is currently in from the drop down menu.
   f. In the Ref Nbr field place a note indicating the purpose of the invoice. For a new invoice the field might be populated with 3 Books, or ILL TN # 989231, while an adjustment might say 2 Books Returned.
   g. Click the + button at the upper right of the screen to add the next invoice line or adjustment. Repeat steps d g until all fines/fees/adjustments have been entered for all patrons. (If billing 2 patrons for lost items, you will likely have 4 entries - Patron 1 fine, patron 1 replacement fee, patron 2 fine, patron 2 replacement fee)
   h. Click the View All button at the top right of the transaction box, and carefully review each line that was entered. If mistakes are made, now is the time to make them, by clicking into the transaction and making the needed change.
   i. When all invoice lines or adjustments have been added, select the Save button at the bottom left of the screen.
   j. Write down the Group ID number at the top right of the screen, which will be needed to continue.
ALL NEW INVOICES CAN BE GROUPED TOGETHER, AND ALL ADJUSTMENTS CAN BE GROUPED TOGETHER, BUT NEVER MIX THEM INTO THE SAME GROUP

Group Detail Report

1. Go to Group Detail Report (Student Financials Charges and Payments Group Processing Group Detail)
2. Select the Search button, and then the entry for Group Detail Report.
3. Enter the Group ID, saved from the previous step, into the Starting Group ID field, and also in the Ending Group ID field. All zero's must be present. The Group ID is preceded by 9 zeros.
4. Select Run from the top left of the screen
5. Select UA Group Detail Report, and then press OK.
6. Select the Report Manager link at the top of the screen.
7. Select Refresh on the top of the screen. It may be a minute or two before the report appears in the list.
8. Click on the report, which will appear at the top of the description field, with older transactions appearing below.
   a. Verify that the individual details added are correct, and close the report
   b. Need to make changes? Go back to Group Detail, search by the Group ID, and make necessary changes

This is the FINAL opportunity to verify that transaction information is accurate. If it is NOT, do not move forward to Post the transactions.

Post Transactions

1. Go to Post Transactions (Student Financials Charges and Payments Group Processing Post Transactions)
2. Select the Search button, and then the entry for Post Transactions.
3. Enter the Group ID into the Starting Group ID and Ending Group ID fields.
4. Select Run from the top left of the screen.
5. Select UA Group Detail Report, and then press OK.
5. On the Process Scheduler Request form that appears, select PSUnix from the Server Name dropdown (first time only, should stick), check the box for Group Posting Process, and then press OK.
6. Select the Process Monitor link at the top of the screen, and Refresh the screen until Run Process updates to Success, and Distribution Status to Posted.
7. Run the Group Detail Report again, using the process above- this is a check to make sure the transactions have been Posted.
   a. Below the Account Effective heading, there should be a list of Y's indicating the transactions have been Posted.

Review Transactions

1. Select Review Transactions from the Menu on the left.
2. Select the Search button, and then Review Transactions from the Search Results drop down menu.
3. Enter the Group ID
4. Select Group Post Details, and verify Posting Action: Posted, Posting Status: Complete

For Each Patron:

1. Add a general note in ALMA that states the invoice was manually transferred to Student Accounts. Add to or adjust the note as adjustments and payments are recorded.
2. Add Financial Block to the account.
3. Waive the fines and fees associated with the invoice. Indicate the invoice was manually transferred to Student Accounts.

First Time Biller

1. Add frequently used functions to favorites, instructions are simpler without complicated links: Jeff's IAS Favorites
2. Group Detail
   a. Click on Add a New Value Tab and enter GROUP_DETAIL_NetID
      
      Run Control ID GROUP_DETAIL_JG5253
      
      Add
   b. Click Add.
   c. Select the next to Group Type and Origin ID, the yellow Look Up button, and select F and 00002.
   d. Click Save.
3. Post Transactions
   a. Click on Add a New Value Tab and enter POST_TRANSACTIONS_NetID
b. Select the next to Group Type, the yellow Look Up button, and select F.

![Parameters](image)

c. Click Save.

4. IFR Reporting
   a. Click on Add a New Value Tab and enter IFR_REPORTING_NetID
   b. Click Add.

5. Print Invoice
   a. Click on Add a New Value Tab and enter PRINT_INVOICE_NetID
   b. Click Add.