



Portland State
UNIVERSITY

Fines & Fees Reference Manual

2012 – 2013 Edition

Website

<https://intranet.bao.pdx.edu/FinesAndFees/>

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Please note-The website version of this Reference Manual contains illustrations and certain sections of text in color. If photocopied, these illustrations and text will be shown in grayscale.

SPECIAL NOTICE

Over the summer, we heard from a number of system users who provided suggestions for improving upon the functionality of the database system. The following is a summary of the enhancements made.

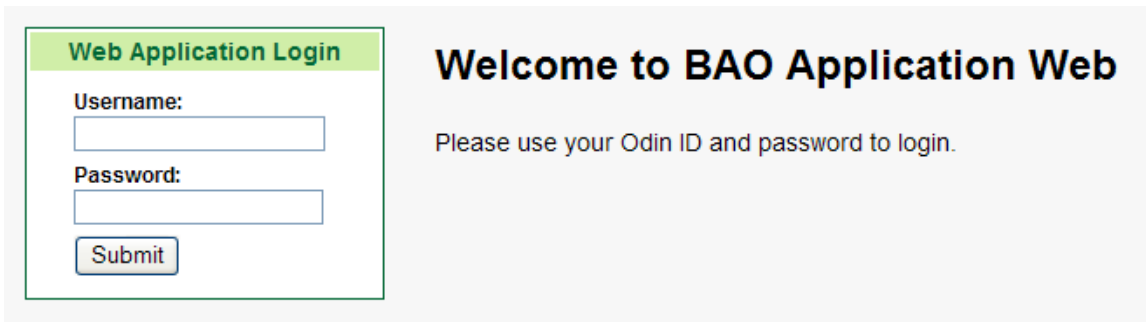
- 1. Change Report for this section:** located by clicking on the blue fee section name. The report shows numerical and written narrative. During the last promulgation cycle, some data was auto-hidden due to a system controlled character count. The report can be used as a "red-line" mark-up document.
- 2. Prior year justification auto-fill button:** eliminates repetitive re-entry of prior year's justification text. Click the button located just to the top of the fee justification box activates the feature. Prior year text can be edited as well.
- 3. Justification narrative:** 35-word limit. This will eliminate system auto-hiding information.
- 4. Global fee data uploading:** option allows for multiple and cross fee sections uploads in a few steps. See Using Excel section in reference manual for details.

GETTING STARTED

Thank you for reviewing the contents of this Reference Manual. The Fine & Fees website can be accessed by pressing down the <Ctrl> key on your computer keyboard and then clicking on the below website link.

<https://intranet.bao.pdx.edu/prod/Login/index/mode/classic-finesandfees>

Once the website opens, it will require you to log in using your ODIN login account information. When you first visit the site, you may see a screen like this:

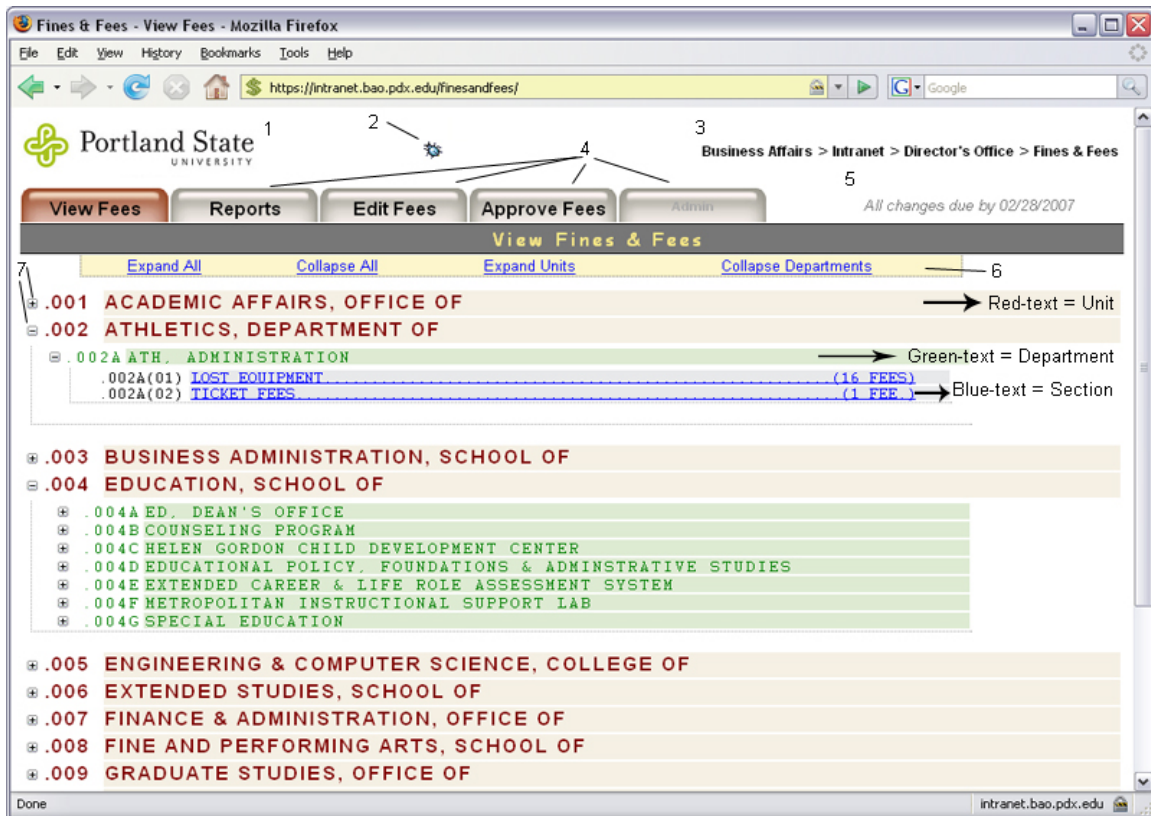


The screenshot shows a web application login interface. On the left, there is a box titled "Web Application Login" containing two input fields: "Username:" and "Password:", each with a corresponding text box. Below these fields is a "Submit" button. To the right of the login box, the text reads "Welcome to BAO Application Web" in a large, bold font, followed by the instruction "Please use your Odin ID and password to login." in a smaller font.

After entering your ODIN Username and Password information, there are four possible results:

1. An error message saying "Error: Invalid credentials please check your username and password". If you get this error, make sure your ODIN Username and Password login information has been entered exactly the way you would normally log-on to the PSU system.
2. A web page that says, "You do not have permission to view this page" and has contact information for one of the system administrators. If you get this error message, you will need to call or email the listed contact to obtain permissions. You may also submit a message in the form located just beneath the contact information.
3. You may be directed to the Business Affairs Office (BAO) Intranet Homepage. If this happens, your bookmark, or the address you typed was incorrect. You can get to the Fines and Fees website from this page by clicking on the "Director's Office" tab and following the link to "Fines & Fees". Once you reach the Fines & Fees page, update your bookmark.
4. The fourth possibility is no error messages, which means you, have successfully gained access to the Fines & Fees website and should be viewing a web page similar to the one shown on next page of this Manual.

GENERAL WEBSITE LAYOUT



Refer to the numbers in the diagram above.

1. Clicking on the PSU logo will link you to the PSU Homepage.
2. Click the bug to report problems with the site, or make suggestions to improve the site.
3. Links to the BAO Website and the BAO Intranet website.
4. Tabs for different pages within the Fines & Fees website. Each tab has a section devoted to it later in this manual. Some tabs may be disabled based on your permissions status.
5. The date when all editing of fees will be disabled.
6. Links to actions within the current page. For information on specific links, refer to the section that describes the page you are currently viewing.
7. The +/- icons are used to expand and collapse items. It works just like the 'tree view' mode in many other applications.

Every page in the Fines and Fees website will have the same layout, only the content displayed below the tabs will change from page-to-page. There are, however, PDF reports, and pop-up windows that will not have the tabs and other navigation links. To return to the main Fines & Fees website from any of these windows, just close the window.

Note: If you ever see something on a page, and do not know what it does, move your mouse over the item for a second or two, without clicking... many items will give you a short 'tool-tip' description.

Fines & Fees Homepage

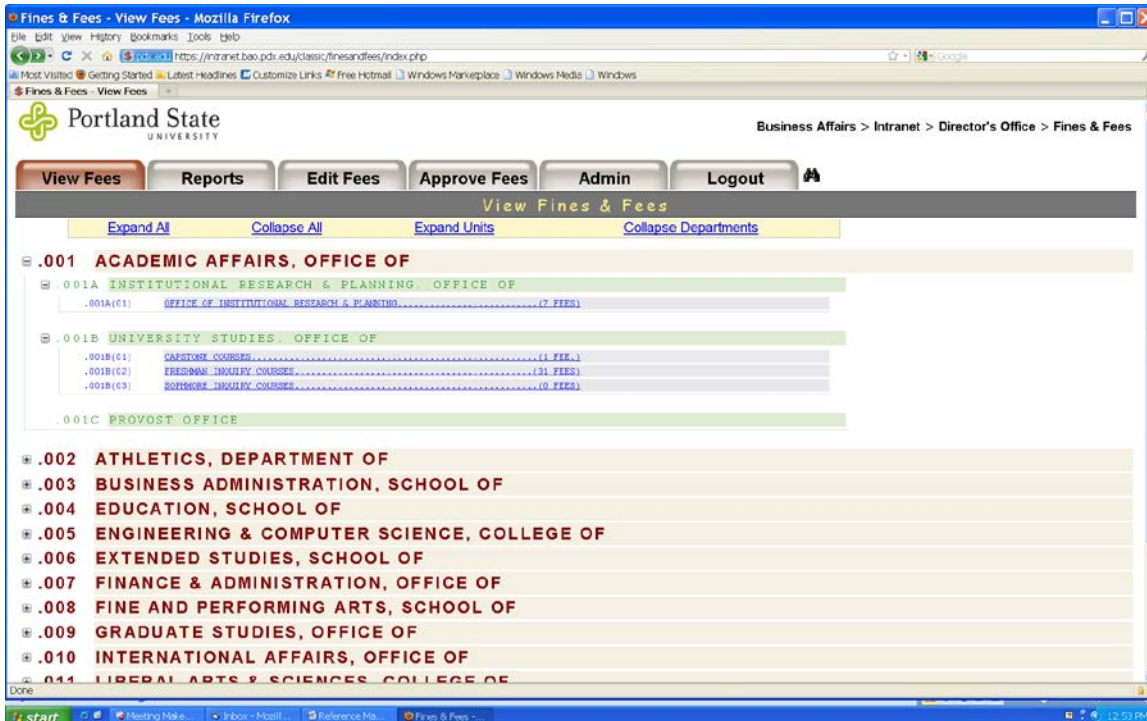
View Fees Tab

The **'View Fees'** tab is the Fines & Fees homepage. From this page, you can find and view any fees charged by any department and section. You can also submit changes to fees you are 'allowed' to edit. However, it is recommended that you use the 'Edit Fees' tab to edit fees.

This section (view fees) will cover only viewing the fees, see the 'Editing Fees' section on page 6 of this manual for more information on editing fees.

Note: Fees belong to individual Sections. The Sections belong to a Department, and each Department belongs to a Unit. Each Unit can have multiple Departments, and each Department can have multiple Sections.

Units are displayed in **RED**
Departments are displayed in **GREEN**
Sections are displayed in **BLUE**



When the website page first loads, only the 'Units' are displayed in **RED**. To view the departments in a unit, click the **+** icon. This displays all the departments within that particular unit in **GREEN**. To view the sections in a department, click the **+** next to the department, and all the sections within that department will be displayed in **BLUE**. To see the fees for a **BLUE** section, click on the **BLUE** section name, and a window will pop up displaying all the section's fees.

There are four links located in the yellow shaded area of this View Fees web page. They are:

- **Expand All** – This will expand all units and departments on the 'View Fees' page.
- **Collapse All** – This will hide any departments and sections that are currently showing.
- **Expand Units** – This will expand all the units, but departments will not expand.
- **Collapse Departments** – This will hide any sections that are currently showing.

Reports Tab

Final Published Report of Approved Fees

The report is a list of all approved fees, sorted by Unit, Department, and Section. There is an index of Unit names at the end of the report to help you quickly find the section you are looking for.

Accounting Level Detail Report

This report provides the full budget/accounting detail string (fee, detail code, Fund, Org., account, program, activity) of all fee data. Information can be reported either by selecting the fee section or by the department name. This is a great way to save some paper!

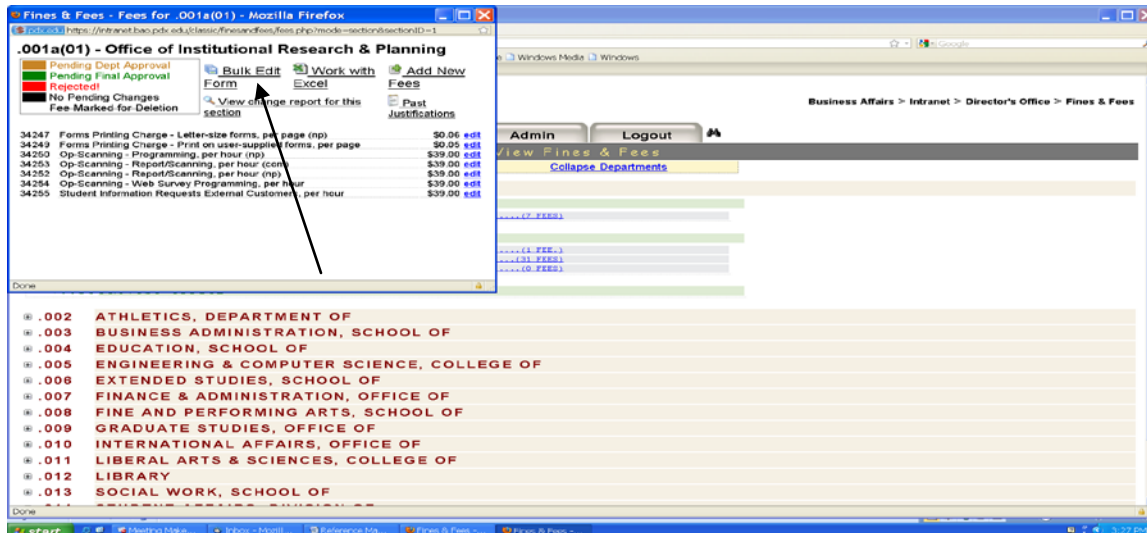
Change Report

This report is only available to database administrators. It lists all the pending changes to the fines & fees schedule that were made by departments and are reviewed before final approval is granted.

Edit Fees Tab

This page works exactly like the 'View Fees' page, but only displays sections that you have permission to edit. To edit fees, click on the name of the section you would like to edit fees for. A new window will pop up listing all the section's fees.

Editing Fees (the pop-up window)



Bulk Edit Form

The Bulk Edit Form option is located within the Edit Fees pop-up window. See arrow. This is a convenient way to update all the fees in a section at the same time. The form lists all the fee information in text-boxes. Change any of the fees that you need to modify by changing the values in the text-boxes.

When a change is made, a check will appear in the checkbox on the left side of the form. This signifies that a change has been made, and that the change should be saved. A justification box will also appear. **You can enter a justification for each change you make, or you can write one justification in the text area at the bottom of the form that will apply to any blank justification boxes above.**

To delete a fee, click the grayed-out icon of a trash can on the right side of the form. The icon will become darker, and you will be able to enter a justification for deleting that fee.

If, after entering multiple changes, you decide to leave one of the modified fees as it was, just unclick the checkbox, and the change will be ignored (even though the modified text is still displayed on the form).



Buttons:

- **Cancel** – Returns you to the list of fees... no changes will be saved
- **Reset ALL Data** – Reloads the form, all un-submitted changes will be forgotten
- **Submit Changes** – Submit all rows with a check in the checkbox. The changes will need to be approved before they become official. You will be able to modify you changes, even after submitting them, if you notice you made any mistakes.

Edit a Single Fee

To edit a single fee, click the 'edit' link, next to the fee amount on the list of fees. You can also get to the same window by clicking the fee description on the 'fee approval' page, if you have access to that page.

The window for editing a single fee is divided into three sections:

1. The top section, labeled '**Last Year's Fee**' displays the unchanged fee as it existed last year. In the event of a new fee, it will display a message saying that the fee did not exist last year.
2. The middle section, labeled '**Changes**' displays a list of all the proposed changes to the fee. Click on the  icon next to any of the listed changes to see the date the change was posted, the justification for it, and any notes left by the approver. The most recent change will be highlighted in red, and the older rejected versions will be grayed-out
3. The bottom section, labeled '**Submit a New Revision**' is the form where you enter what you would like the fee to be. To delete the fee, put a check next to the  icon.

Modifying the Same Fee Multiple Times

A fine or fee can be modified as many times as needed. To avoid an unmanageable "Change History" log, certain changes will not be saved in the history. For example:

Changes that are not shown in the "Change History" log:

- If an existing fee is modified, and then changed back to its original state before being approved or rejected by the department approver, no changes are saved, and the fee does not go to the department approver for approval.
- If a fee (new or existing) is modified, and then modified again before it gets approved or rejected by the department approver, only the most recent change will be displayed in the log.
- If a new fee is created, and then marked as deleted before being approved or rejected by the department approver, all changes are discarded, and the fee does not go to the department approver for approval.






Changes that are kept in the "Change History" log:





- Any modification that goes to the department approver, and is marked as either approved or rejected will be saved in the "Change History" log.

Add New Fees

This is a simple form for creating new fees for your section. The Add New fess option is accessed in the same manner as was mentioned in the Bulk Edit Form option on page 6.

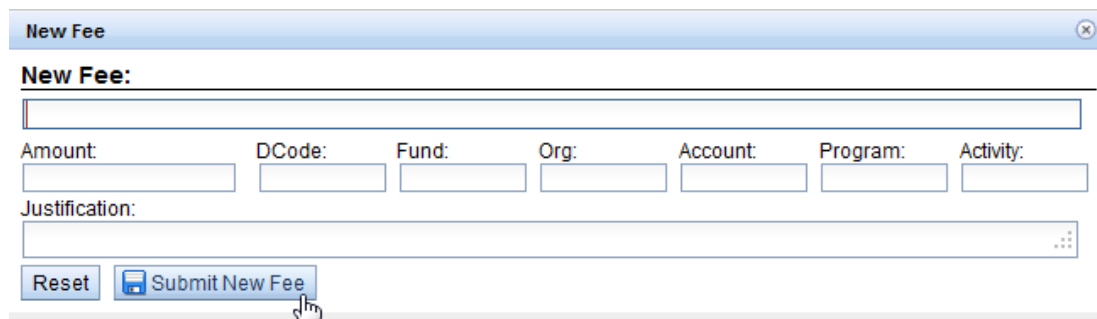
.007a(06) - Transportation & Parking Services

	Pending Dept Approval
	Pending Final Approval
	Rejected
	No Pending Changes
	Fee Marked for Deletion

-  [Add New Fees](#)
-  [Bulk Edit](#)
-  [Change Report for this Section](#)
-  [Edit in Excel](#)

Fee ID	Fee Description	DCode	Amount	
35078	Full Time, General Area parking permit (per month)		Up to \$110.00	edit
35080	Full Time, Researved Space parking permit (per month)		Up to \$240.00	edit
35081	Full Time, Restricted Area parking permit (per month)		Up to \$155.00	edit
35082	Full Time, motorcycle parking permit (per term)		Up to \$85.00	edit
35083	Mon, Wed, Fri & Tues, Thurs, Fri parking permit (per term)		Up to \$205.00	edit
35084	After 12:30 parking permit (per term)		Up to \$164.00	edit
35085	After 3:30 parking permit (per term)		Up to \$85.00	edit
35086	One week parking permit		Up to \$50.00	edit

See the upper right corner of the above screen shot. You can create a new fee using a single form. To create more than one new fee, submit the form multiple times.



To add a new fee is a five-step process.

- 1) Click on "Edit Fees"
- 2) Click the "+" next to the desired Unit **(RED)** name
- 3) Click on the "+" next to the department **(GREEN)** where you want to add fees.
- 4) Click on one of the existing fees **(BLUE)** for that department.
- 5) At the top of the page, click on "+ Add New Fees"

Please note - Every new fine or fee must have a justification.

After adding the new fees, they will appear on the list of fees for anyone who has the ability to modify the fees for that section. The public will not see the new fees until they have been approved

Using Excel

The Upload Function to modify Multiple Fees using an Excel Spreadsheet

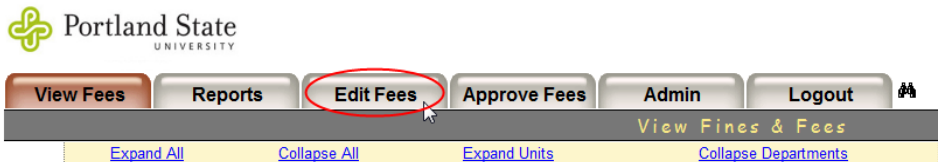
The Fines and Fees database provides a data upload function that allows changes to a group of fines and fees in a single or over multiple fee sections using an Excel spreadsheet versus using the single line item Fee Edit option. Upon completing for example, adding a new fine/fee; modifying existing fines/fees; or preparing the fines/fees justification narrative, the data can be uploaded into the Database in a few simple steps.

To begin the use of the upload function and for purposes of this Reference manual, we have selected the School of Fine and Performing Arts and Auxiliary Services as our example to illustrate how the Upload function works. When you begin the actual function for your Department, use the fee section(s) you have access permission to use.

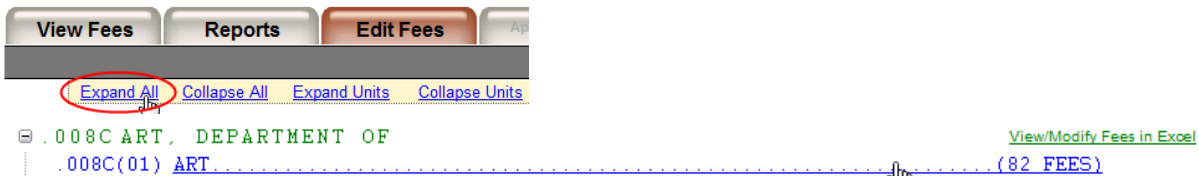
Changing fines and fees in a Single section using an Excel spreadsheet

To begin this function:

Click on the **Edit Fees** tab on the Home page of the Fines & Fees Database.



Click **Expand All** and the section link to open the section page for ART.

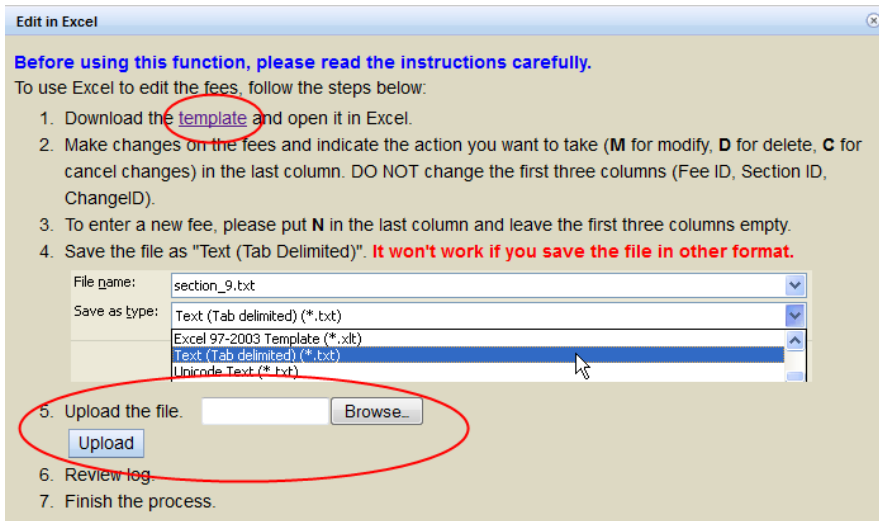


In the section page, click the **Edit in Excel** link next to the Excel icon and the Edit in Excel dialog box will pop up.

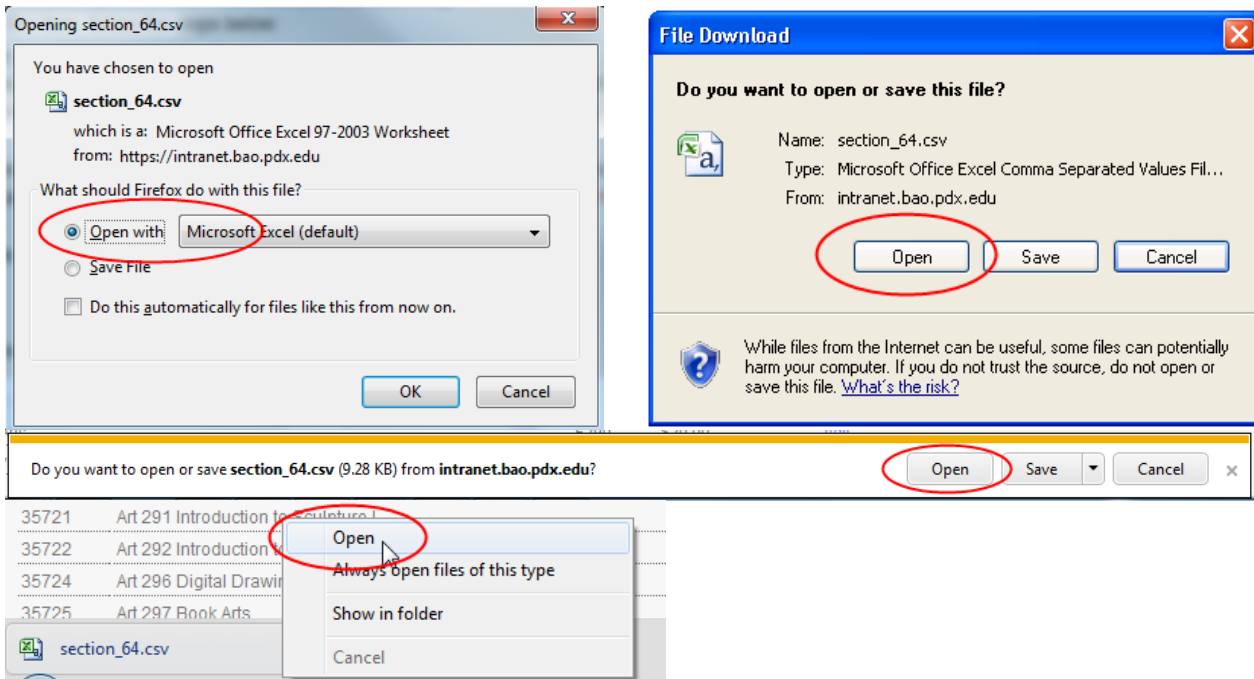
.008c(01) - Art

	Pending Dept Approval		Add New Fees
	Pending Final Approval		Bulk Edit
	Rejected		Change Report for this Section
	No Pending Changes		Edit in Excel
	Fee Marked for Deletion		

Fee ID	Fee Description
--------	-----------------



Click **template** link to download and open the file in Excel. You may see a different pop up window depending upon what web browser you are using.



The template file contains all the information you need and is ready for you to make changes. **Remember, every time you want to do make changes using the upload function, you need to download a new template.** Do not use the old file saved in your local computer. It may contain outdated data or lack the critical information to finish the process.

The first three columns of the spreadsheet (Fee ID, Section ID, and Change ID) are for system use only. **NOTE –Please do not make changes to these columns.**

Fee ID	Section ID	Change ID	Fee Description	Amount	DCode	Fund	Org	Account	Program	Activity	Justification	Action(M,D,C,N)
33137	64		Art 472 Communication	\$10.00	F280	2206	301170	1715	1001	BGRD		
33138	64		Art 479/579 Advanced F	\$60.00	F282	2201	301101	1710	1001	BPRT		
33139	64		Art 485 UG Seminar	\$25.00	F374	2201	301101	1710	1001	BUGS		
33142	64		Art 490/590 Advanced P	\$6.00	F290	2201	301101	1710	1001	BPTG		
33143	64		Art 491/591 Advanced P	\$6.00	F290	2201	301101	1710	1001	BPTG		

To **Add a new fine/fee**, start in the Fee Description column. Enter the new fee information including fee description, dollar amount, and new fee justification reason (35-word maximum) and enter a Capital **N** in the action column. **Do not enter any data in the first three columns of the spreadsheet.**

		New Fee 1	\$45.00	M302							New Fee 1	N
		New Fee 2	\$45.00	M302							New Fee 2	N

After finishing all data entry, save the file (note the file name the spreadsheet assigns) as a "Text (Tab Delimited)" file. **Note** The upload function will not work if you save the file using any other file save format. Be sure to save your work as you go along.

To **Modify an existing fine/fee**, change the applicable data on the spreadsheet, enter the fee justification reason, (35-word maximum) and enter a Capital letter **M** in the Action column.

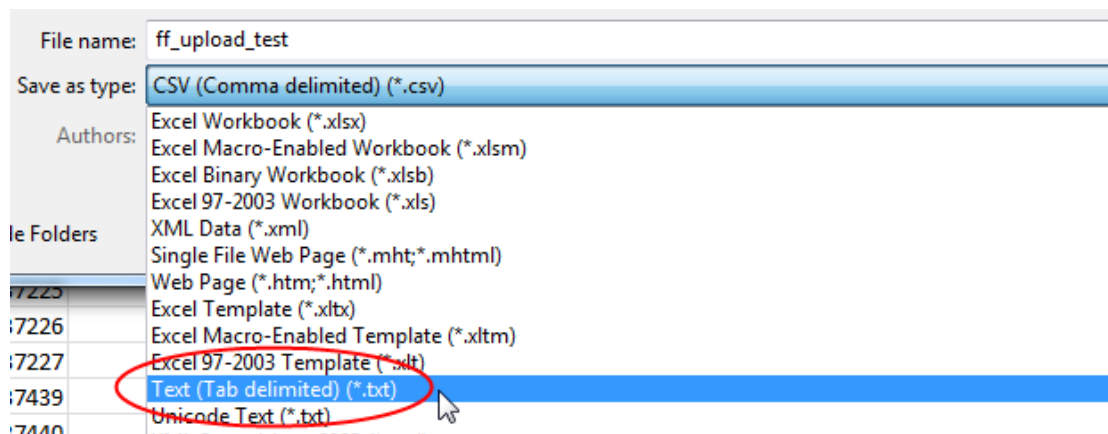
Fee ID	Section ID	Change ID	Fee Description	Amount	DCode	Fund	Org	Account	Program	Activity	Justification	Action(M,D,C,N)
33137	64		Art 472 Communication	\$15.00	F280	2201	301170	1715	1001	BGRD	Reason 1	M
33138	64		Art 479/579 Advanced F	\$60.00	F282	2201	301101	1710	1001	BPRT		
33139	64		Art 485 UG Seminar	\$30.00	F374	2206	301101	1710	1001	BUGS	Reason 2	M
33142	64		Art 490/590 Advanced P	\$16.00	F290	2206	301101	1710	1001	BPTG	Reason 3	M
33143	64		Art 491/591 Advanced P	\$6.00	F290	2201	301101	1710	1001	BPTG		

Be sure to save your work as you go along.

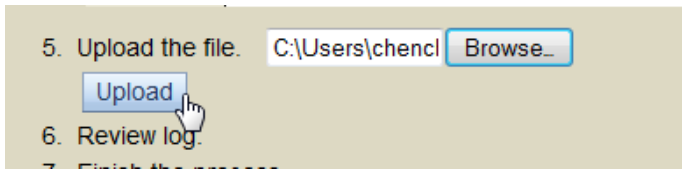
To **Delete a fine/fee**, enter the delete fee justification reason (35-word maximum) and enter a Capital **D** in the Action column.

33144	64		Art 492/592 Contemp St	\$20.00	F290	2201	301101	1710	1001	BBFA	Reason 4	D
33145	64		Art 493/593 Adv Draw M	\$8.00	F286	2201	301101	1710	1001	BDRW	Reason 5	D
33146	64		Art 510 Topic: varying ti	\$2.00 - \$40	F372	2201	301101	1710	1001	BTOP	Reason 6	D
33147	64		Art 585 Professional Pra	\$25.00	F374	2201	301101	1710	1001	BUGS	Reason 7	D

After finishing the updates, save the file as "Text (Tab Delimited)". The function will not work if you save the file into other format.



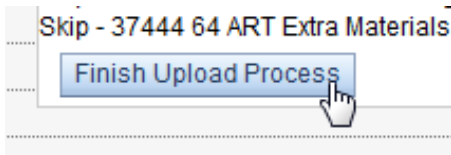
Go back to the Edit in Excel dialog box and upload the file you created.



The process log will pop up and show the updates.



Click "Finish Upload Process" button and you will see the changes show in the section page.



CANCELING A FEE

Fee ID	Fee Description	DCode	Amount	
33137	Art 472 Communication des Portfolio	F280	\$15.00	edit
33139	Art 485 UG Seminar	F374	\$30.00	edit
33142	Art 490/590 Advanced Painting	F290	\$16.00	edit
33144	Art 492/592 Contemp Studio Prac	F290	\$20.00	edit
33145	Art 493/593 Adv Draw Mixed Media	F286	\$8.00	edit
33146	Art 510 Topic: varying titles	F372	\$2.00 - \$40.00	edit
33147	Art 585 Professional Practices in Studio Art	F374	\$25.00	edit
New	New Fee 1	M302	\$45.00	edit
New	New Fee 2	M302	\$45.00	edit

To **cancel a fee that was updated**, download the template, put "C"s in the Action column, and upload the file. See the file upload steps detailed above.

Fee ID	Section ID	Change ID	Fee Description	Amount	DCode	Fund	Org	Account	Program	Activity	Justification	Action(M,D,C,N)
33137	64	1553	Art 472 Communication des F	\$15.00	F280	2201	301170	1715	1001	BGRD	Reason 1	C
33139	64	1554	Art 485 UG Seminar	\$30.00	F374	2206	301101	1710	1001	BUGS	Reason 2	C
33142	64	1555	Art 490/590 Advanced Paintir	\$16.00	F290	2206	301101	1710	1001	BPTG	Reason 3	C
33144	64	1556	Art 492/592 Contemp Studio	\$20.00	F290	2201	301101	1710	1001	BBFA		C
33145	64	1557	Art 493/593 Adv Draw Mixed	\$8.00	F286	2201	301101	1710	1001	BDRW		C
33146	64	1558	Art 510 Topic: varying titles	\$2.00 - \$40	F372	2201	301101	1710	1001	BTOP		C
33147	64	1559	Art 585 Professional Practice:	\$25.00	F374	2201	301101	1710	1001	BUGS		C
	64	1560	New Fee 1	\$45.00	M302						New Fee	C
	64	1561	New Fee 2	\$45.00	M302						New Fee	C

The changes will be rolled back (see next page).

Cancel Change - 33137 64 1553 Art 472 Communication des Portfolio \$15.00 F280 2201 301170 1715 1001 BGRD Reason 1 C

Cancel Change - 33139 64 1554 Art 485 UG Seminar \$30.00 F374 2206 301101 1710 1001 BUGS Reason 2 C

Cancel Change - 33142 64 1555 Art 490/590 Advanced Painting \$16.00 F290 2206 301101 1710 1001 BPTG Reason 3 C

Cancel Change - 33144 64 1556 Art 492/592 Contemp Studio Prac \$20.00 F290 2201 301101 1710 1001 BBFA C

Cancel Change - 33145 64 1557 Art 493/593 Adv Draw Mixed Media \$8.00 F286 2201 301101 1710 1001 BDRW C

Cancel Change - 33146 64 1558 Art 510 Topic: varying titles \$2.00 - \$40.00 F372 2201 301101 1710 1001 BTOP C

Cancel Change - 33147 64 1559 Art 585 Professional Practices in Studio Art \$25.00 F374 2201 301101 1710 1001 BUGS C

Cancel Change - 64 1560 New Fee 1 \$45.00 M302 New Fee 1 C

Cancel Change - 64 1561 New Fee 2 \$45.00 M302 New Fee 2 C

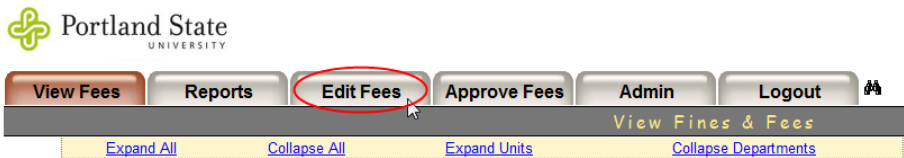
Skin - 33148 64 Art 470/579 Advanced Printmaking \$60.00 F282 2201 301101 1710 1001 RPRT

Fee ID	Fee Description	DCode	Amount	
33137	Art 472 Communication des Portfolio	F280	\$10.00	edit
33138	Art 479/579 Advanced Printmaking	F282	\$60.00	edit
33139	Art 485 UG Seminar	F374	\$25.00	edit
33142	Art 490/590 Advanced Painting	F290	\$6.00	edit
33143	Art 491/591 Advanced Painting	F290	\$6.00	edit
33144	Art 492/592 Contemp Studio Prac	F290	\$20.00	edit
33145	Art 493/593 Adv Draw Mixed Media	F286	\$8.00	edit
33146	Art 510 Topic: varying titles	F372	\$2.00 - \$40.00	edit

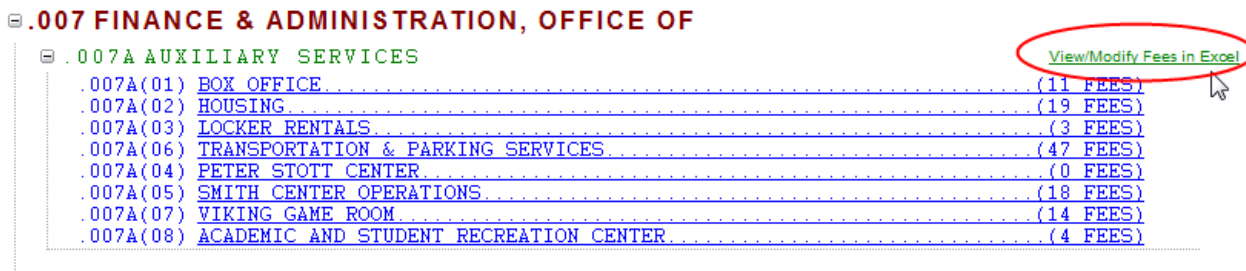
Modifying fines and fees for Multiple sections using an Excel spreadsheet

To demonstrate how this function works, the FADM-Auxiliary Services is our example. When you begin the actual function for your Department, use the fee section(s) you have access permission to use. To begin:

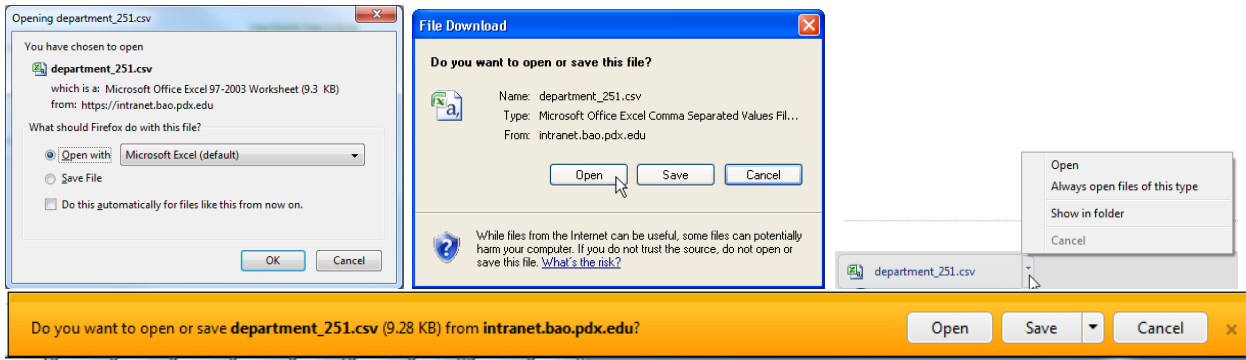
1. Click on the Edit Fees tab on the Home page of the Fines & Fees Database.



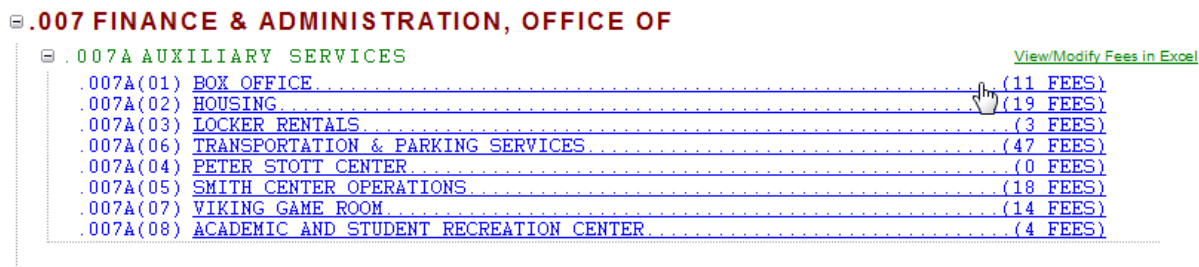
2. Click the + symbol next to the Red unit name. The + symbol will turn to a – symbol indicating the Unit link is open and the specific Department names in Green text are shown.



3. Click on the View/Modify Fees in Excel link. The link will open with a File Download dialog box.

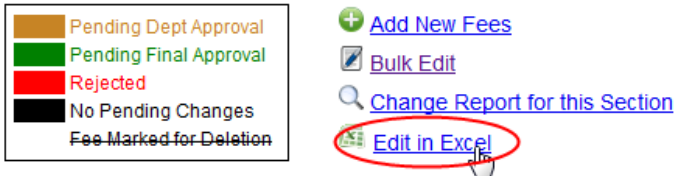


4. Click the Open button, which will open the Excel spreadsheet containing the fee data. The data in this file will be used for the upload process.
5. Update the spreadsheet as we described previously. If you want to add new fees using this cross-sections operation, you need to **specify the section ID in the section ID column** for the new fees. Upon completion of any of the above three functions (new, modify or delete) **save the file as "Text (Tab Delimited)"**.
6. To upload the file, open the first section under Auxiliary Services.

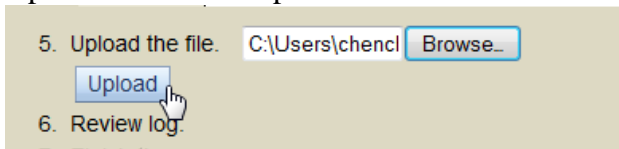


Click Edit in Excel to open the dialog box.

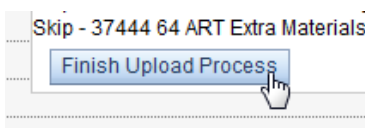
.007a(01) - Box Office



Upload the file in step 5.



Click "Finish Upload Process" button to finish the process.



Establishing Detail Codes at the Department level

Complete the Detail Code Request form found on the BAO website under Forms & Policies. For modification to an existing detail code or to deactivate a code, please complete the form marking the appropriate box, obtain required approval signatures, and forward to the University Bursar's office. (503-725-3440 if questions)

- **FOR NEW CODES**

For detail codes that are associated with a fine or fee, **the promulgation progress must be completed before the detail code will be created.** The fee & fine is submitted for the promulgation through the BAO Intranet, Fines & Fees Database.

After the detail code request form is completed, forwarded it to the Bursar's Office. Upon fee promulgation approval, the Bursar's office staff will create the detail code and the requesting Department contact will then be notified. After the detail code has been created and the department notified, it is the department's responsibility to inform Admissions Records & Registration (ARR) to attach the detail code to the correct course code(s) via email to Academic Scheduling.

Procedure for Bursar's Office: (Department information only)

1. Check that the Detail Code request form is completed and signed
2. Verify the Index or Fund, Organization, Account, Program, Activity Code (FOAPA) account string is correct for the type of detail code being created, including:
 - a. Each field has the correct number of digits for the field;
 - b. The fund is appropriate for the type of monies being received i.e. service department, miscellaneous income, auxiliary, etc.
 - c. The account code is correct for the type of fine or fee being received, i.e. sales, permits, rentals, etc.

If the Detail Code request form shows that the code is connected to a course fee, verify that the FOAPA account string in the database is correct and that the fee is fully approved in the Fines/Fees Database before proceeding to step three. If it is not approved or does not exist in the database, contact the requesting Department to verify if it has been submitted to the fines/fees promulgation process.

3. Create the detail code and notify the department of the new code or that modification is complete via email.
4. Completed request forms are to be stored in the Detail Code folder in the Student Accounts Supervision office.
5. Once per term, a reconciliation report will be produced by the Bursar's Office that collects information from Admissions Records & Registration (ARR) Scheduling and is reviewed by Bursar or designee with final review by the Director of Business Affairs. All current term detail codes that are new this term or have different amounts or indexes/FOAPA account strings from the previous term will be verified as well against the Fine/Fee Database to ensure proper approval and that the accounting string is correct.
6. After the promulgation process, a change report will be produced from the Fines/Fees Database and then reviewed to ensure that any new fines and fee that are approved have correct accounting information.

Approve Fees Tab

All fees must go through two levels of approval before becoming an 'official' PSU fine or fee. First, it must be approved within the department or section level. Next, it must receive final approval from Finance & Administration. Below is an example of how the Approve Fees page will look. If your page view does not look like the example below, try viewing it using the Firefox browser. If you still are experiencing viewing difficulties, please contact the Fine & Fees Coordinator. Contact information is listed on the cover sheet of this reference manual.

Description	Amount	Detail Code	Fund	Org	Account	Program	Activity	Approved	Rejected	Decide Later
.007b(01) - Business Affairs Office - View All Fees										
Transfer phone call fee	\$5.25	FONE						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Application Fee (maximum)	\$50.00	APPF	002999	901001	01721	80000		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term loan service charge: Loan amount \$50-100	\$10.00		491001	800000	8803	85001		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term loan service charge: Loan amount \$101-250	\$15.00		491001	800000	8803	85001		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term loan service charge: Loan amount \$251-400	\$20.00		491001	800000	8803	85001		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition Billing Service Fee: Full-time	-- This fee has been marked for deletion --							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition Billing Service Fee: Part-time	-- This fee has been marked for deletion --							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone Payment Convenience Fee, per transaction	-- This fee has been marked for deletion --							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Department/Section/Fee Approval

On the approval page, you will see a list of fees that are waiting for your approval. By default, only the fees you have not yet approved are displayed. To view fees that you have already approved, that have not yet received final approval, click on the "show approved fees" link.

Next to each fee modification is an icon that informs you of what type of action is taking place (=add new fee, =edit existing fee, =delete a fee). To approve or reject fee modifications, click the radio buttons on the right side of the screen. You may click the red checkmarks at the top to select the same action for all fee modifications.

Approved fees must wait for final approval*. You may change your mind after approving a fee as long as you do it before the fee receives final approval. Rejected fees are removed from the approval screen. If you change your mind after rejecting a fee, you must re-edit the fee on the "edit fees" page. You may choose "decide later" if you want to approve/reject some fees, but are not sure of others.

If you approve a fee, but the final approver rejects it, it will return to your fee approval list with a giant red label saying **“Rejected.”** You must edit the fee before submitting it again. When editing a rejected fee on the single-fee edit form (not the bulk-edit form), you might see a note from the final approver (in the new revision section) informing you why the fee was rejected, or making suggestions on how to modify it before re-submitting it.

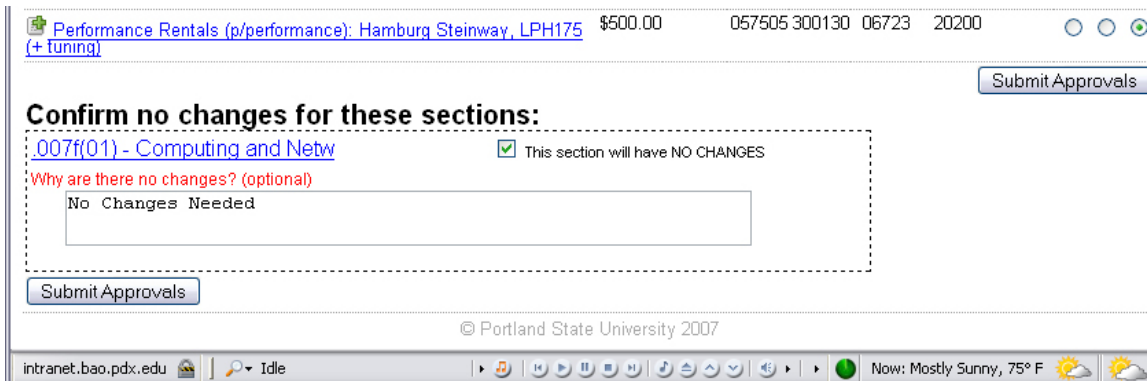
* If a fee is modified, and you approve (or reject) it, and it is later changed back to its original state, and re-submitted to you for approval, the change will be deleted when you approve it (since no change is being requested), so it will not go to the final approver. **In addition**, if a new fee is created, you approve or reject it, and it is later marked for deletion and re-submitted to you for approval, the new fee will be deleted immediately, since no change is being requested from the previous year.

Final Approval

After the Director or Dean has approved your fees for your department (or the individual listed as “Department Administrator” for your fee section, they are forwarded on for Final Approval by the Business Affairs Office and Finance & Administration. At this point, no more changes should be submitted unless by special instruction.

Sections with no changes

If you are an approver for a section that has no changes to any of its fees, you will see another small form at the end of the approval page. It will look something like this:



The screenshot shows a web browser window displaying a confirmation form. At the top, there is a header with the text "Performance Rentals (p/performance): Hamburg Steinway, LPH175" followed by "\$500.00", "057505 300130 06723", and "20200". Below this, there is a "Submit Approvals" button. The main content area is titled "Confirm no changes for these sections:" and contains a dashed box. Inside the dashed box, there is a link ".007f(01) - Computing and Netw" with a checked checkbox and the text "This section will have NO CHANGES". Below this, there is a red prompt "Why are there no changes? (optional)" and a text input field containing "No Changes Needed". At the bottom of the dashed box, there is another "Submit Approvals" button. The footer of the page reads "© Portland State University 2007". The browser's address bar shows "intranet.bao.pdx.edu" and the taskbar shows "Idle" and "Now: Mostly Sunny, 75° F".

(Initially, you will not see the explanation text-area; it appears after checking the checkbox)

To confirm that a section will not be making any changes to their fees, simply put a check in the checkbox next to the section name. When you check the box, a text-area will appear where you may enter an explanation, but it is not required. To complete the confirmation, you must click the “submit Approvals” button, which will save the confirmation, as well as any approval decisions you have made on the approval form.

ADMIN

This tab is has been disabled for everyone except Administrators of the website.

QUESTIONS

Contact: Cedric G. White Cedric.white@pdx.edu 503-725-2922
Market Center Building, Suite 501
Office of Finance & Administration (FADM).