

PSU FINES/FEES RECONCILIATION PROCEDURE & ESTABLISHMENT OF DETAIL CODES

PURPOSE

Coordinate and reconcile the course information collected by Admissions, Registration, & Records with the fines and fees promulgation process.

The procedure will ensure that all course fines and fees have been approved through the promulgation process and are charged correctly.

This will streamline the process of creating detail codes for departments, & formalize the procedures in the Bursar's Office of reviewing the Fines & Fees Database and ensuring the accuracy of detail codes.

*Please note that the setup of a detail code and the promulgation process of fines/fees are separate processes, submitting a request for one, does not complete the other. In addition, a detail code will not be setup until the fine/fee is approved through the promulgation process.

Admissions, Registration & Records (ARR) Procedure

Before each term begins, the master course list is sent out to academic departments for verification and any updates including any changes in fees. This list is the section data from Banner SIS from the previous year/term into the new year/term (for example, Fall 2010 to Fall 2011). The new year/term information is exported to Excel and then sent to academic departments. Departments then edit the data on the spreadsheets, including fee codes and amounts and return the spreadsheets to Academic Scheduling within ARR. Academic Scheduling enters all changes into Banner SIS.

The Bursar's Office will reconcile the updated Academic Scheduling course information with the fines and fees approved through the promulgation process to ensure accuracy prior to the activation of fee assessment.

Procedure for Establishing Detail Codes

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 Bursar's Office.

FOR NEW CODES:

For detail codes that are associated with a fine or fee, the promulgation process must be completed before the detail code will be created. The fine/fee is submitted for promulgation through the BAO Intranet, Fines & Fees Database. Specific instructions on how to obtain access to and use the Fines & Fees Database are provided by the Office of Finance and Administration at the beginning of the fines and fees promulgation process. Detailed information is contained in the "The Fines & Fees Website Reference Manual".

The request form can be forwarded to the Bursar's Office during the promulgation process. Upon promulgation approval, the detail code will be created and the department contact notified.

After the detail code is created and the department notified, it is the department's responsibility to inform ARR to attach the detail code to the correct course code(s) via email to Academic Scheduling.

Procedure for Bursar's Office-

1. Check that the Detail Code Request Form is completed and signed.
2. Verify the Index or Fund, Organization, Account, Program, Activity Code(FOAPA) 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, (sales, permits, rentals, etc).

If the Detail Code Request Form shows that the code is connected to a course fee, verify that the FOAPA string in the database is correct and that the fee is fully approved in the Fines/Fees Database before proceeding to step 3. If it is not approved or does not exist in the database, contact the department to verify it has been submitted to the promulgation process.

3. Create detail code and notify department contact 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 Supervisor Office.
5. Once per term a reconciliation report will be produced by the Bursar's Office pulling information from ARR Scheduling and reviewed by Bursar or designee and 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 strings from the previous term will be verified against the Fines/Fees 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 reviewed to ensure that any new fines and fees that are approved have correct accounting information.