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# Oracle's PeopleSoft 8.9 Student Financials Changes and Updates for CS Bundle #11

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**August 2007**

**ORACLE®**

Changes and Updates for CS Bundle #11

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# PeopleSoft Student Financials Documentation Updates for CS Bundle #11

**Note.** This document is an update to the *PeopleSoft Enterprise Student Financials 8.9 PeopleBook*. It describes the Product Update ID # 682701 that was posted to Customer Connection in August 2007. Use this document in conjunction with your PeopleBook to maintain a complete set of documentation.

This document provides information related to updates and fixes delivered with CS Bundle #4. Specifically, it provides information about:

- Producing and Filing 1098-T forms.
- Changes to ChartField Display and Edit options.

## See Also

*PeopleSoft Enterprise 8.9 Student Financial PeopleBook*, "Producing Tax Forms and Receipt Information". Producing and Filing 1098-T Tax Forms, Generating 1098-T Data.

*PeopleSoft Enterprise 8.9 Student Financials PeopleBook*, "Completing Student Financials General Setup". Setting Up Installation Parameters, Defining Number Sequence Start Points, Maximum Row Settings, Chartfield Display Options and Chartfield Edit Options.

*PeopleSoft Enterprise 8.9 Student Financials PeopleBook*, "Completing Student Financials General Setup". Setting Up Item Types and Item Type Groups,

*PeopleSoft Student Financials 8.9 PeopleBook*, "Setting Up Cashiering," Setting Up Target Keys.

*PeopleSoft Student Financials 8.9 PeopleBook*, "Setting Up Cashiering," Setting Up Tender Keys.

*PeopleSoft Student Financials 8.9 PeopleBook*, "Setting Up Cashiering," Setting Up Cashiering Office.

*PeopleSoft Student Financials 8.9 PeopleBook*, "Setting Up Cashiering," Creating Departmental Receipts.

*PeopleSoft Student Records 8.9 PeopleBook*, "Managing the Schedule of Classes," Scheduling New Classes.

*PeopleSoft Student Records 8.9 PeopleBook*, "Setting Up the Course Catalog," Creating Course Offerings.

# Producing and Filing 1098-T Forms

This section discusses changes related to producing and filing 1098-T tax forms page.

## Page Used to Generate 1098-T Data

Page Name	Object Name	Navigation	Usage
Generate 1098-T	RUNCTL_SF_SFP1098P	Student Financials, Taxes, Generate 1098-T	Generate 1098-T data.

## Generating 1098-T Data

Access the Generate 1098-T page.

### Generate 1098-T

Run Control ID: APPLICANT [Report Manager](#) [Process Monitor](#) Run

Control Information Find | View All First 1 of 1 Last

'Federal TIN:  'Calendar Year:   Student Override

**Bypass Validation Edits**

Citizenship  Academic Credit  Financial Aid  Financial Info

Student Override		Customize   Find   View All		First 1-3 of 3 Last	
ID	National ID	Force 1098-T			
1 0019	Nisto, Ingrid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2 0025	Tang, Trisha	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3 0010	Ohtsuka, Seth	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

### Generate 1098-T page

On the Generate 1098-T Run Control page, the **Bypass Validation Edits** group box has been added.

**Citizen** Select to bypass the Citizenship edit, so all students with eligible charges will have a 1098-T produced regardless of citizenship status.

**Academic Credit** Select to bypass the Earned Academic Credit edit, so all students with eligible charges will have a 1098-T produced, even if they are enrolled in classes that earn no academic credit.

**Financial Aid** Select to bypass the Financial Aid edit, so students who have eligible charges paid entirely by Financial Aid will have a 1098-T produced.

**Financial Info**

Select to enable students who have no financial information in boxes one through to six to have a 1098-T produced. The 1098-T is produced as long as students are currently enrolled.

**Note:** Each edit bypass works independently which means institutions may choose one, all or none of the edit bypasses.

## Changes to ChartField Display and Edit Options

This section discusses how to add, update or view ChartField edit and display options on the following pages:

- SF Installation page
- Item Type GL -Interface page
- Target Keys – Definition page
- Tender Keys page
- Cashiering Offices page
- Departmental Receipts page
- Course Catalog - GL Interface page
- Schedule of Classes - GL Interface page

### Page Used to Define Sequence Start Points, Maximum Row Setting and ChartField Edit Options

Page Name	Object Name	Navigation	Usage
SF Installation	Installation_SF	Set Up SACR, Install, Student Fin Installation	Define number sequence start points, maximum row settings and ChartField edit options.

### Defining Sequence Start Points, Maximum Row Setting and ChartField Edit Options

Access the SF Installation page.

**Process Group:** 
**Last Batch ID:**

**Last Origin ID:**

Maximum Row Settings			
<b>Application Fees:</b>	<input type="text" value="25"/>	<b>Deposit Fees:</b>	<input type="text" value="25"/>
<b>Tuition Calculation:</b>	<input type="text" value="25"/>	<b>Tuition Calculation Messages:</b>	<input type="text" value="25"/>
<b>Late Fees:</b>	<input type="text" value="25"/>	<b>Cashiering Receipts:</b>	<input type="text" value="25"/>
<b>Group Post:</b>	<input type="text" value="100"/>	<b>Refunds:</b>	<input type="text" value="50"/>

ChartField Display Options	
<b>Abbreviated Display Delimiter:</b>	<input type="text" value="*"/>

ChartField Edit Options		
<input type="checkbox"/> Combinations Table Edit	<input type="checkbox"/> Real-Time Validation Edit	<input type="checkbox"/> Ledger Table Edit
<input type="checkbox"/> <a href="#">Required Fields Edit</a>	<input type="checkbox"/> Journal Set Edit	

SF Installation page

In the ChartField Display Options group box, the **Abbreviated Display Delimiter** field is used to distinguish individual ChartFields to be added, updated or viewed as a string on setup pages.

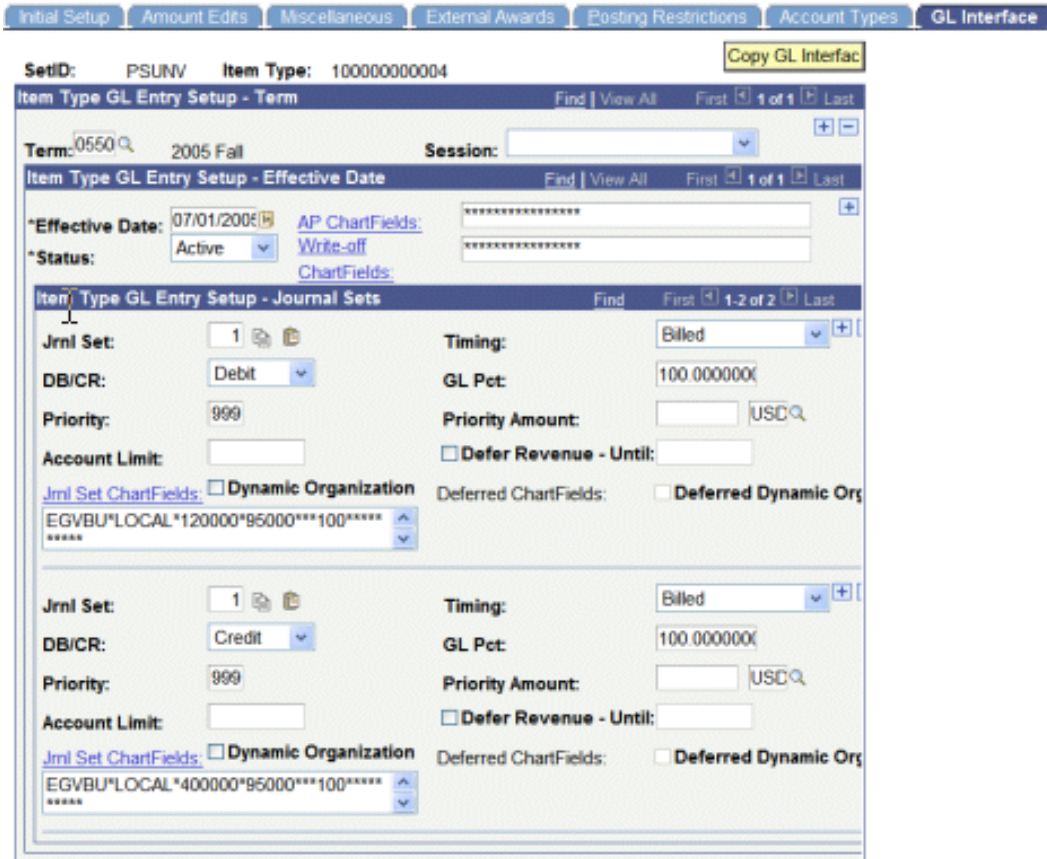
Select a delimiter that is not a letter, number or special character used to define any of the ChartField values. For example, if the character '-' is used within the ChartField value 23-1103, do not use the '-' character as the delimiter. If 'A' is used within the ChartField value such as TRAINING, do not use 'A' as the delimiter.

## Page Used to Map Item Types to General Ledger Accounts

Page Name	Object Name	Navigation	Usage
Item Types - GL Interface	GL_INTERFACE	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, GL Interface	Map item types to general ledger accounts.

## Mapping Item Types to General Ledger Accounts

Access the Item Types - GL Interface page.



**Item Type - GL Interface page**

On this page, next to the **Jrnl Set** field, there are now copy and paste icons. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

To input all areas for the ChartFields, abbreviated display fields have been added. The number of delimiters displayed is based on the number of ChartFields.

The abbreviated display fields are used to view the ChartField set up as a string, add or update the ChartField string. All ChartField edits set up on the SF Installation page are adhered to within the display field.

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**Page Used to Define Target Keys**

Page Name	Object Name	Navigation	Usage
Target Keys - Definition	TARGET_KEY_TABLE	SET UP SACR, Product Related, Student Financials, Cashiering, Target Keys, Definition	Define a target key.

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**Defining Target Keys**

Access the Target Keys – Definition page.

Definition
Tax Authority

**Business Unit:** PSUNV

**Target Key:** ALL

Find | View All
First 1 of 1 Last

**Effective Date:** 01/01/1900 **Status:** Active

**Description:** All Charges Not to GL

**Short Description:** All -No GL

**Long Description:** All charges not to general ledger  
Using a item type of tender = credit card.

**Default Amount:** 500.00 USD

**Minimum Amount:** 0.00

**Maximum Amount:** 2,000.00

GL Interface Required

[Target GL Entry:](#) US001\*LOCAL\*1000000\*10000\*\*\*100\*\*\*\*\*001SA-CF1\*\*\*

Post

**Posting Parameters**

**Account Type:** OTH Other Fees

Restrict Payment to Account

Use Excess Account MIS Miscellaneous Fees

**Item Type:** 310000000400 Credit Card - Cashiering Pmts

**Charge Priority:** ALL Any Charge

**Target Keys – Definition page**

The **Target GL Entry** link can now be used to specify ChartFields or enter the ChartField values in the display field. Select the ChartField values that correspond to the general ledger account into which you record transaction information associated with the target key. The chart of accounts that you define on this page provides the credit side of the GL entry.

**Note:** The chart of accounts you define on this page provides the credit side of the general ledger entry.

**Pages Used to Define Tender Keys**

Page Name	Object Name	Navigation	Usage
Tender Key	TENDER_KEY_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key	Define tender keys.

**Defining Tender Keys**

Access the Tender Key page.

**Tender Key** Tender Key Valid Cashiers

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**Business Unit:** PSUNV PSUNV **Tender Key:** CASH

Find | View All First 1 of 1 Last

**\*Effective Date:** 01/01/1999 **\*Status:** Active

**\*Description:** Cash - 7.5 Integration

**\*Short Description:** Cash

**Long Description:** Cash - Tender used for 7.5 Integration testing

**\*Tender Category:** Cash

**Change Allowed**

**Service Impact:**

	Minimum Amount	Maximum Amount
<b>Transaction Amount:</b>	0.50 USD	20,000.00 USD
<b>Out Amount:</b>	-10.00	-200.00
<b>Drawer Warning Amount:</b>	100.00	16,000.00
<b>Drawer Error Amount:</b>	50.00	15,000.00

**GL Interface Required**

[GL Entry:](#) UNIV\*ACTUALS\*10022\*212\*\*\*199\*\*\*\*\*

[Over GL Entry:](#) UNIV\*ACTUALS\*10022\*212\*\*\*199\*\*\*\*\*

[Short GL Entry:](#) UNIV\*ACTUALS\*2014\*212\*\*\*199\*\*\*\*\*

### Tender Key page

On this page, you can now enter the ChartField value in the display field next to the GL entry link. This means that for each ChartField value you can:

- GL Entry** Click this link to select or enter in the display field the ChartField values that correspond to the general ledger account into which you records any cashiering transaction associated with the tender key you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.
- Over GL Entry** Click this link to select or enter in the display field the ChartField values that correspond to the general ledger account into which you records any overages when a cashier or register does not balance for the tender you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.
- Short GL Entry** Click this link to select or enter in the display field the ChartField values that correspond to the general ledger account into which you records any short amounts when a cashier or register does not balance for the tender you are defining. The chart of accounts that you define on this page provides the credit side of the GL entry.

## Page Used to Define the Basic Cashiering Office Parameters

Page Name	Object Name	Navigation	Usage
Cashiering Offices	CSH_OFF_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Cashiering Offices	Define the basic parameters of the cashiering office.

## Defining the Basic Cashiering Office Parameters

Access the Cashiering Offices page.

Cashiering Offices
Transaction Setup

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**Business Unit:** PSUNV      **Cashier's Office:** MAIN

---

**\*Description:**

**\*Short Description:**

**Long Description:**

**\*Campus:**   Main Hacienda Campus

**\*Location:**

**\*Base Currency:**   US Dollar

**\*Balance By:**        **Change Due Tender:**

**Retrieval Limit:**

**Print Product:**         Use Forms Engine For Receipts

**GL Interface Required**

[Over GL Entry:](#)

[Short GL Entry:](#)

**Close Office Edits**

**Posted Close Required**
 **Approved Close Required**

### Cashiering Offices page

On this page, you can now enter the ChartField value in the display field next to a GL entry link. This means that for each ChartField value you can:

**Over GL Entry**      Click this link to access the Over GL Entry page or enter the ChartField values in the display field. Select the ChartField values that correspond to the general ledger account into which you record your cashiering overages.

**Short GL Entry**      Click this link to access the Short GL Entry page or enter the ChartField values in the display field. Select the ChartField values that correspond to the general ledger account into which you record your cashiering shortages.

## Page Used to Create Department Receipts

Page Name	Object Name	Navigation	Usage
Department Receipts	CSH_OFF_DEPT	Student Financials, Cashiering, Collect Department Receipts	Create department receipts.

## Creating Department Receipts

Access the Department Receipts page.

[New!](#)

### Department Receipts

Unit: PSUNV Office: Main Cashiering Office-7.5 Int Business Date: 03/22/1999  
 Register: REG2 Cashier: PS

Receipt Status: Not Posted Create Receipt New Transaction

Target Total: 100.00 Total Tax: 0.00 Tender Total: 100.00

Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last

Amount: 100.00 USD Tax Authority:

SpeedType:  ChartFields: EGVBUL\*LOCAL\*400000\*95000\*\*\*100\*\*\*\*\*  
 \*\*\*\*

**Tender Detail** Find | View All First 1 of 1 Last

\*Tender: CASH  Cash Amount: 100.00 USD   Currency Detail

Deposit ID:  [Tender Details](#)

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### Department Receipts page

On this page, click the **ChartFields** link to select the chart of accounts to which your department receipt posts or enter the ChartField values in the display field.

## Page Used to Interface Course Offerings with the General Ledger

Page Name	Object Name	Navigation	Usage
Course Catalog- GL Interface	CRSE_OFFER_GL	Curriculum Management, Course Catalog, Course Catalog, GL Interface	Map course fees as item types to their proper general ledger accounts. The system generates charges to the student's account based on the course code you define on this page and offsets these charges based on the general ledger you define on this page. Your office should coordinate the information on this page with your controller's office.

## Interfacing Course Offering with the General Ledger

Access the Course Catalog - GL Interface page.

Course Catalog - GL Interface page

On this page, next to the **Jrnl Set** field, there are now copy and paste icons. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

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## Page Used to Interface Class Section with the General Ledger

Page Name	Object Name	Navigation	Usage
Maintain Schedule of Classes – GL Interface	CLASS_TBL_GL	Curriculum Management, Schedule of Classes, Maintain Schedule of Classes	Map class section fees as item types to their proper General Ledger accounts. The system generates charges to the student's account based on the class and course code that you define in this component and offsets these charges based on the General Ledger that you define in this page. Your office needs to coordinate the information on this page with your controller's office.

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## Interfacing Class Sections with the General Ledger

Access the Maintain Schedule of Classes - GL Interface page.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	<b>GL Interface</b>
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<b>Course ID:</b>	003280	<b>Course Offering Nbr:</b>	1
<b>Academic Institution:</b>	PeopleSoft University		
<b>Term:</b>	2007 Spring		Undergrad
<b>Subject Area:</b>	ENGLLIT		English Literature
<b>Catalog Nbr:</b>	120		Anglo-Saxon Lit

<b>Class Sections</b>		Find   View All	First	1 of 1	Last
<b>Session:</b>	1	<b>Section:</b>	1	<input type="checkbox"/> Revenue From Item Type	
<b>Write-off ChartFields:</b>	*****				
<b>Journals</b>		Find	First	1-2 of 2	Last
<b>Jrnl Set:</b>	1	<b>Timing:</b>	Assessment	+ -	
<b>DB/CR:</b>	Debit	<b>GL Pct:</b>	100.00000000		
<b>Priority:</b>	999	<b>Priority Amount:</b>		USD	
<b>Account Limit:</b>		<input type="checkbox"/> Defer Revenue - Until:			
<b>Jrnl Set ChartFields:</b>	<input type="checkbox"/> Dynamic Organization	<b>Deferred ChartFields:</b>	<input checked="" type="checkbox"/> Deferred Dynamic Org		
EGVBU*LOCAL*120000*95700***100*****					
*					
<b>Jrnl Set:</b>	1	<b>Timing:</b>	Assessment	+ -	
<b>DB/CR:</b>	Credit	<b>GL Pct:</b>			
<b>Priority:</b>	999	<b>Priority Amount:</b>		USD	
<b>Account Limit:</b>		<input type="checkbox"/> Defer Revenue - Until:			
<b>Jrnl Set ChartFields:</b>	<input type="checkbox"/> Dynamic Organization	<b>Deferred ChartFields:</b>	<input checked="" type="checkbox"/> Deferred Dynamic Org		
EGVBU*LOCAL*401000*95700***100*****					
*					

**Maintain Schedule of Classes – GL Interface page**

On this page, next to the **Jrnl Set** field, there are now copy and paste icons. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

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