

SF User Group Meeting
May 16, 2007
9:00-11:00 CDT

General Agenda Items:

1. Touchnet
2. 2008 Calendar spreadsheet
3. Canadian Tax Forms – Janet
4. International Scholarship Tax Report – Janet
5. 2006 1098T – Marie

DR Items:

1. NDU_0137_SF worksheet – Marie
2. Collaborative Report – Hanah
3. DR Spreadsheet – Marie

Present: BSC, DSU, LRSC, MASU, MISU, MISU-B, NDSCS, NDSU, UND, VCSU, WSC, HECN-Angela, Marie

General Agenda Items:

Touchnet – Question was raised if time would be spent on the Marketplace Suite during the May training. Angela discussed that the training for May 30th will focus on the different phases for the Payment Gateway Suite, Bill payment and not Marketplace. Campuses need to decide if they are going to with this additional piece or not. A suggestion was that once the final pricing has been decided, that a deadline be set for each campus's decision. There was some discussion on how the final pricing will be done and what would be considered fair to each campus. The price is a concern for some campuses as they don't foresee using this package as much as other schools may. Another concern of Marketplace was the setup and time available to focus on this product. Some felt that the UPAY option will be very helpful and that a chart field string will be attached to send the information to the general ledger since Marketplace does not go through the student administration system.

2008 Calendar spreadsheet – Just a reminder that all campuses need to send the required information to Jame (WSC) by next week. It was discussed that we should also add the last day to get a 100% refund of a regular academic session class to this spreadsheet. Discussion on how to figure out these days occurred as some campuses seem to be off from what the system was doing. You need to see how the academic records office is setting up the start day of the classes and count that as day "zero". You should count all the days including weekends and holidays from the start to end of term and multiple that number by the percentages set aside for each refund amount. Do not count the nine days for spring break when counting the number of days during spring term.

Canadian Tax Forms – Janet had incurred issues filling out the forms this year because in past years she would take the total amount of tuition and fees and subtract any waivers. This year she had parents questioning this process so Janet contacted a few other universities to discover that we were doing the forms differently. Discussion from the group was that some had encountered

the same problems. Ladona had talked with a tax accountant from Canada who advised her to list the total amount of tuition and fees with an asterisk; then notate down below that the student had received "X" dollar amount in scholarships/waivers. Question arose if we could just create a 1098T for the students but it was discussed that it had to be on their tax forms. Discussion was that we shouldn't have to be current on the international tax laws. It was suggested to do what Ladona is doing and leave it up to the students to report it correctly to their government.

International Scholarship Tax Report – Janet was questioning the group about have this report modified to include all international students. Marie stated that right now it only reports those with financial aid but could be modified so that we can run it select all international students or those just receiving financial aid. Janet was hoping that we could use this report in order to report the information on the Canadian tax forms and then we would all be consistent on how we filled out the forms. Consensus was that the group was to review the report as is and respond to Janet by May 23 if they approved of this modification. If it is approved, Janet will submit a DR request.

2006 1098T – Marie reported that two files have been submitted to the IRS - one with the new originals and one with new corrections. She stated that if we have any new 1098Ts, we'll need to submit them in as a help ticket and she'll process them as needed.

Name Changes – Loretta and Janet attended a conference call yesterday and needed to bring back to the group regarding what we felt was appropriate documentation for a name change. This information also has been sent to Pat Seaworth to review. Loretta reported that some people would like to see that an application for enrollment could be used as a name change instead of a marriage license, or divorce papers. The reason for this line of thinking is that these are prospective students that are not currently enrolled, and the certain individuals didn't feel comfortable asking for a social security card, marriage license, or other approved paperwork. There was a concern that the payroll office only uses a social security card and when these two systems communicate that names would be different. Payroll has control over the primary name and student admin. has the legal name. If payroll changes information on their side, causing a change on our side, we may have difficulty passing financial aid or just searching for the student on our side. Suggestion was made to wait to see what Pat Seaworth has to say and also voice our concerns when the two systems start communicating and the problems we foresee.

Collaborative Issue with unofficial withdrawals – Ladona came across an issue where the home campus has sent the money to the host campus paying them in full for a particular student. Then the home campus has an unofficial withdrawal occur with that particular student causing the student's account to have the accounts receivable in the collaborative fund. Ladona was wondering how other campuses were handling this. Mary (BSC) feels that the accounts receivable should lay with the financial aid item types not the collaborative tuition; therefore the host campus will still get to keep all their tuition. Janet thought that the controllers had already discussed this issue and had agreed that we should let the system allocate the monies. Mary thought that was just for write offs and that the controllers weren't discussing the issue like this. Mary suggested that the collaborative group review the process.

DR Items:

NDU_0137_SF Worksheet – worksheet had been submitted to the listserv for review. UND is looking to use this to identify students that not paid any tuition/fees to for cancellation and posting late fees. It will use the item types with the 1098T flag to report balance of tuition/fees, any waivers, any anticipated any; and any non-financial aid payments. The group is to review the worksheet and respond to Loretta by the 23rd with any comments and she'll move it forward to Marie for development.

Collaborative Report – Hanah had recently reviewed the collaborative report and notice it was also including the bookstore charges. She was wondering when and if the report had been modified. She was like to see it modified to have tuition/fees in column and bookstore charges in a separate column. It was decided to have a group get together to develop a worksheet to modified the current collaborative report. Hanah, Janet, Kim, Angela, and Marie agree to been on this group.

DR Items:

- DR 136 (NDU GL Reconciliation Report) is scheduled to move to production and down to completed this.
- DR 138 (Course/Class Fees Report) – Marie didn't have any DR on this but Angela did have the request just wanted Karin and Janet to get together to develop a worksheet. Karin will organize a meeting shortly. Marie expressed that we need to get these in soon so that she can get them started before the development freeze is placed. After the worksheet is developed, it will be sent to the listserv for approval. If approved, Janet will move it forward in the developmental stage for Marie.
- DR 129 (Add name to tuition calc page) – Marie suggested that this request be placed on hold until after the new conversion since she would have to place some modifiers out there and than would need to place modifiers again under the new version. Carla agreed that this could wait so that we could see what the new version will do.
- DR 135 (Room and Board Waiver) – Marie is currently working on this since it is the only one she currently has a completed worksheet on.
- DR 94_4 (Parking outbound mod) – No DR was submitted for this. Ann will be doing that shortly.
- DR 61_3 (Tuition Calc Removal mod) – No DR was submitted for this. Karin did remember what this about and asked for an update. Mary (UND) should be the initiator for this request and she wanted the tuition calc removal to be for a range of terms instead of just one term. Mary will be sending this in shortly.
- DR 137 (Outstanding Tuition/Fees with Balance) – worksheet is being reviewed by the group right now for approval.
- DR 144_CC (Canadian Tax Forms) – discussion was made that if we modify the international scholarship tax report to include all students, that this report may work for

the campus community request. Angela was going to contact Tricia regarding this request.

- DR (1098-T for 2007) – It was agreed this should be assigned a number and put on a pending status as Marie cannot do anything until she received the upgrade for this process. The group wants the enrollment reviewed to include students that withdrew or received all F's.
- Discussion on the priority of the DR's and it was decided that 138 & 137 should be "1" and the others should remain the same.

Karin asked if any discussion or decision had been made about the refund policy. Mary stated that they had met and decided to leave the policy as is. Angela hopes to meet with Lake Region and any other interested campuses on the setting up different refund reasons that could be used to assist with the issues that Lake Region had been encountering.

Angela reminder everyone of the Touchnet meeting in Grand Forks on May 30-31 advising that it will be a great opportunity to see what has been purchased for our campuses.