

SF User Group Meeting
July 18, 2007
Minutes
Recorded by MaSU

General Agenda Items:

1. Any issues to be talked about for upcoming 0810
2. Other items

DR Items:

Present: BSC, DSU, LRSC, MASU, MISU, NDSCS, NDSU, UND, VCSU, WSC, HECN
– Marie

Next meetings minutes assigned to MISU.

General Agenda Items:

Any issues to be talked about for upcoming 0810 –

- UND, DSU, MISU are all holding off on the first tuition calculation for Fall term until August. Carla at NDSCS informed the group that you can start to roll all of the term fees and not have them calculate as long as you do not copy your tuition calculation controls.

Other items:

- MISU brought up the question of group posting errors in reference to housing and Financial Aid posts. BSC posts the housing charges and then goes to inquire on them and mark for delete and then re-post the items. DSU marks the items for deletion and then saves the post and then posts them to get rid of it as a suspended group post. MISU also had questions on group posts with Financial Aid errors.
- BSC was questioning how other institutions do collections. UND will send out the collection process again being they have updated it. Kevin said that after 150 days they can legally send it to collections. For DSU, Spring was due in January and they send a letter in May and they sent them to collections in June. Fall turn around isn't as quick and they may get turned over to collections in February.
- VCSU sat in on a withdrawal call regarding backdating on withdrawals. How are other institutions identifying students who haven't paid? MASU prints off a list of currently enrolled students and verifies one by one who has and hasn't paid. MISU had Lisa Haman in the computer center write a query that pulls each students name for the current term and the dollar amount due for each account code (Housing, Tuition/Fees, Misc).
- VCSU questioned why other schools wanted Housing charges to post for the first time August 6. DSU stated that the Housing Director was going to have numerous changes and that would also cause changes on the students account. This is the same reason that MASU would like to wait until August.
- NDSCS introduced their new Business Office Manager and Collaborative contact Aimee DeVries. She will be participating in the calls from now on as well.

DR Items:

- DR 136 (NDU GL Reconciliation Report) – has been completed and is in production
- DR 138/139 (Course/Class Fee Query) – has been completed and is in production
- DR 135 (Room and Board Waiver) – has been completed and is in production
- DR 94_5 (Parking outbound mod) – Was not on the agenda, but they are putting a new version of the parking system in and they need to modify the file.
- DR 104 (Tuition Calc Req query mod) – will hopefully be migrated today (July 18)
- DR 137 (Outstanding tuition/fees with balance) – Marie got the specifications for that July 17 and there is no way that it can be completed by August 1, 2007.
- DR 140 (1098-T for 2007) – Can't be addressed until October or November so it is just a placeholder for the modifications that will need to be made.
- DR 141 (Statement mod) – Marie is hoping to start this today (July 18). This is the modification that will either remove or keep the credit card information on the statements
- DR 115_2 (International Taxable Aid report) – migrated to Q for testing – Marie said that they would recommend running the report twice using the two sort options. They found that some students are showing up twice because of the XYZ citizenship code. This was being cleared up by the Admissions. It is a good report to run to verify any problems with the citizenship codes.
- DR 92_2 (Write off mod) – completed and into production
- DR 61_3 (Tuition Calc Removal mod) – completed and in production
- DR 129 (Adding name to Tuition Calc page) – on hold until after 9.0
- What would be a better solution to the issue of DR worksheets being misplaced or missed because there seems to be a gap in the process somewhere? For example, UND submitted ticket #323486 with the DR worksheet for DR 137 on May 16, 2007 and it was just turned over to Marie on roughly July 16, 2007. Because of the freeze coming up, there isn't enough time to get this DR completed before the freeze. It was requested that at the next meeting this issue be discussed. Prior to the meeting if the flow chart could be sent out again so it can be looked into, find

out where the gap is, and find the proper solution to this problem so that this issue does not happen again.