Student Finance User Group Meeting
May 28, 2014 Minutes: Bismarck State College

Attendees: BSC, DSU, DCB, LRSC, MASU, MISU, NDSCS, NDSU, UND, VCSU, Campus Solutions-Angela, Dee, Marie.

Absent: WSC

Old Business:

A. Campus Community Update (UND-Chelsea)
   - Bio-Demo Sync
     - Still in stage, each campus has a representative working on cleaning up the list
   - Service Indicator Report
     - Proposed changes have been submitted
   - Social Security Masking
     - Possible new option for prompting students to enter their SS#, discussed having a pop-up message when going into the student's campus connection account asking them to type in their SS#, if entered correctly they would receive some type of approval message, if entered incorrectly the student would receive some type of error message. A report could be run to see students with incorrect SS#'s provided. Not sure if this will work, concerns about prompting a student to enter their SS# upon logging into Campus Connection. Maybe have a verification link within campus connection so students can choose to verify. Still in discussion. Chelsea will try and get more information from Records group.
     - Chelsea Larson from UND will be new Chair of Campus Community Group starting July 2014.

B. Update on AP Refunding (NDUS-Angela)
   - Finance group in process of getting security roles locked in.
   - Scheduling a kick off call in the next couple of weeks for the new work group, due to the large group might do two separate kickoffs.
   - Hopefully after that testing will be available in stage.
   - There will be access to view check reports and query screen the payments
   - All 11 campuses would need to go live on the same date.
   - Meeting after teleconference to review DR's.

New Business:

A. Fiscal Year End Process/Procedures (NDUS-Angela)
   - Will be locking users out from 8pm-1am on June 30, 2014.
   - 1 person from each campus will be granted access so they can run the Aging and GL
     Recon reports; no longer need to schedule Aging and GL Recon.
   - Touchnet will also be down.
   - GL Process will be run earlier that day.
- Need to let NDUS know when reports have run successfully from each campus before bringing system back up.

B. 3rd Party Corporations-How are schools handling reconciliations? (LRSC-Becky)
- Out of Balance accounts, how to determine what payment hit what account on corporate accounts, match students in the select to pay.
- Old accounts where matching is not set up yet, Amy (NDSCS) may be able to assist, does not have a defined process yet but will work on.

C. SFUG Approval for Cashiering Receipts Report (NDSU-Kim)
- Agreed to combine 2 cashiering queries (Cashiering Tender and Cashiering Department query) so everything would be in one report.
- Approved to move forward with this.

D. Collections-2nd Referrals-Current process and development questions (UND-Chelsea)
- Create another "SENTTOCOL" option that would be for sending to another collection agency, Prompt to select 1 or 2 for different collection agency.
- 3C Engine and Assign Comments to mass assign reason code (collection activity code) only issue is the next review date does not always populate correctly.
- Chelsea will write up a service request to have the Collection Extraction Report look up an additional value, also have a prompt so you can select Collection 1 or 2 or both.

E. Touchnet-Prevent account overpayments (UND-Chelsea)
- All Campuses voted to have this option turned on in Touchnet to prevent overpayment on an account in Bill Payment Suite, not Marketplace.
- Ticket can be submitted right away and turned on today.

F. Auto-populate next review date for "SENTTOCOL" action (UND-Chelsea)
- Currently does not populate correct Next Review Date.
- This can be added to the “Send to another collection agency” ticket to have the next review date automatically populated with date student sent to collections.

G. Credit History by ID Report (NDSCS-Carla)
- Currently students who drop, withdraw, or are not currently enrolled are still showing up on the report.
- NDSCS will submit ticket to have the report only select enrolled students, all campuses approved.

H. Development Request List (NDUS-Marie):
- Write off Report Mod-in production
- Add lodging to AP interface program to pass EmplID to accounts payable
- Modify DDP inactivation program, use refund header instead of accounts payable
- ND National Guard Report—currently in stage, could migrate by Monday, June 2\textsuperscript{nd}
  - Report shows all information but grades, i.e. Student Name, Tuition, Fees, NG Waiver, Chapter 33, Go Army, other 3rd party information if applicable, Student payment
- Direct Deposit Audit Extract still in development
- Refunding Project
- Employee Tuition Waiver
- International SF Report
- Assign Student Waiver Query Report (Kim, NDSU working on)
- Amy (NDSCS) submit an SR for 1098 T Consent Query to remove criteria for units greater than 0
- Equation Engine
- Production will be down May 31 and June 3

**Other Items of Discussion:**

A. **Convey Compliance System (UND-Chelsea)**
   - Company out of Minneapolis works with 1099 and tax processing.
   - Use a web-based system to send SS# and student information to have them verify accuracy of SS#. Cost: 10,000 records=$1,000.00 (divided among campuses).
   - Report would be run on all students at least once/year before 1098T printing.
   - Chelsea will write up further information on this company to provide to Administrative Affairs.

Next Meeting: June 25, 2014 9am-11am
Minutes: Dakota College at Bottineau