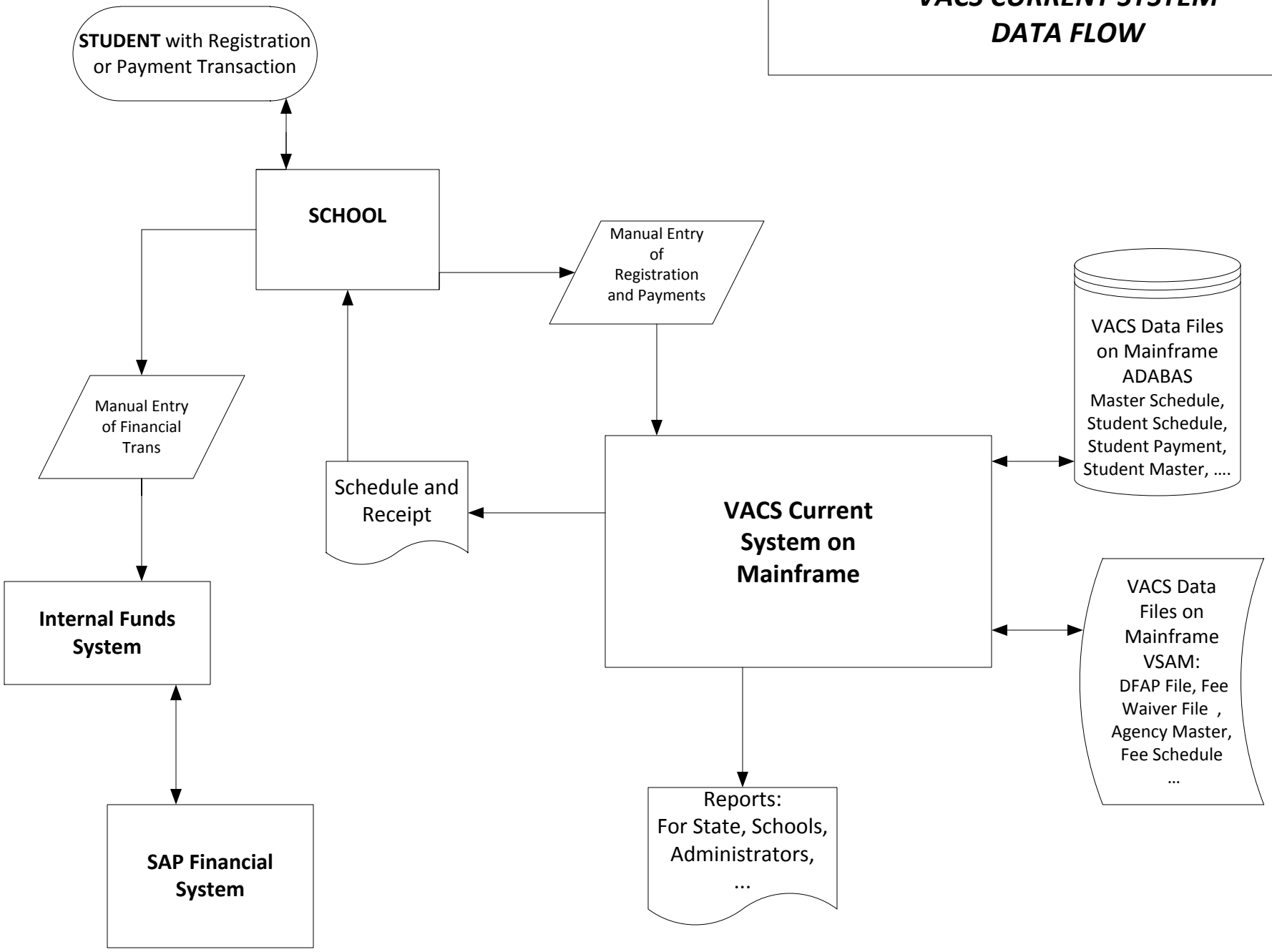
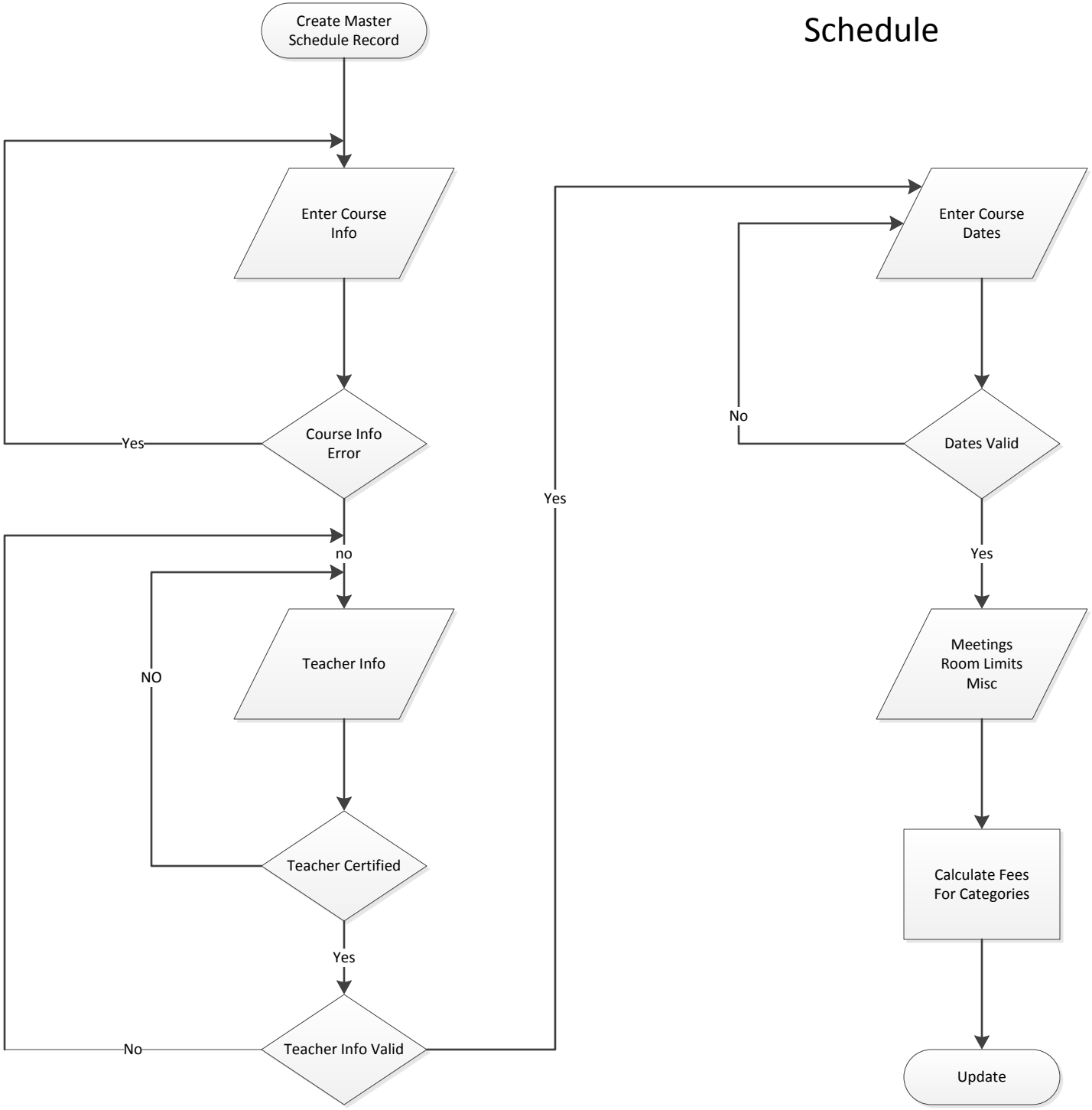
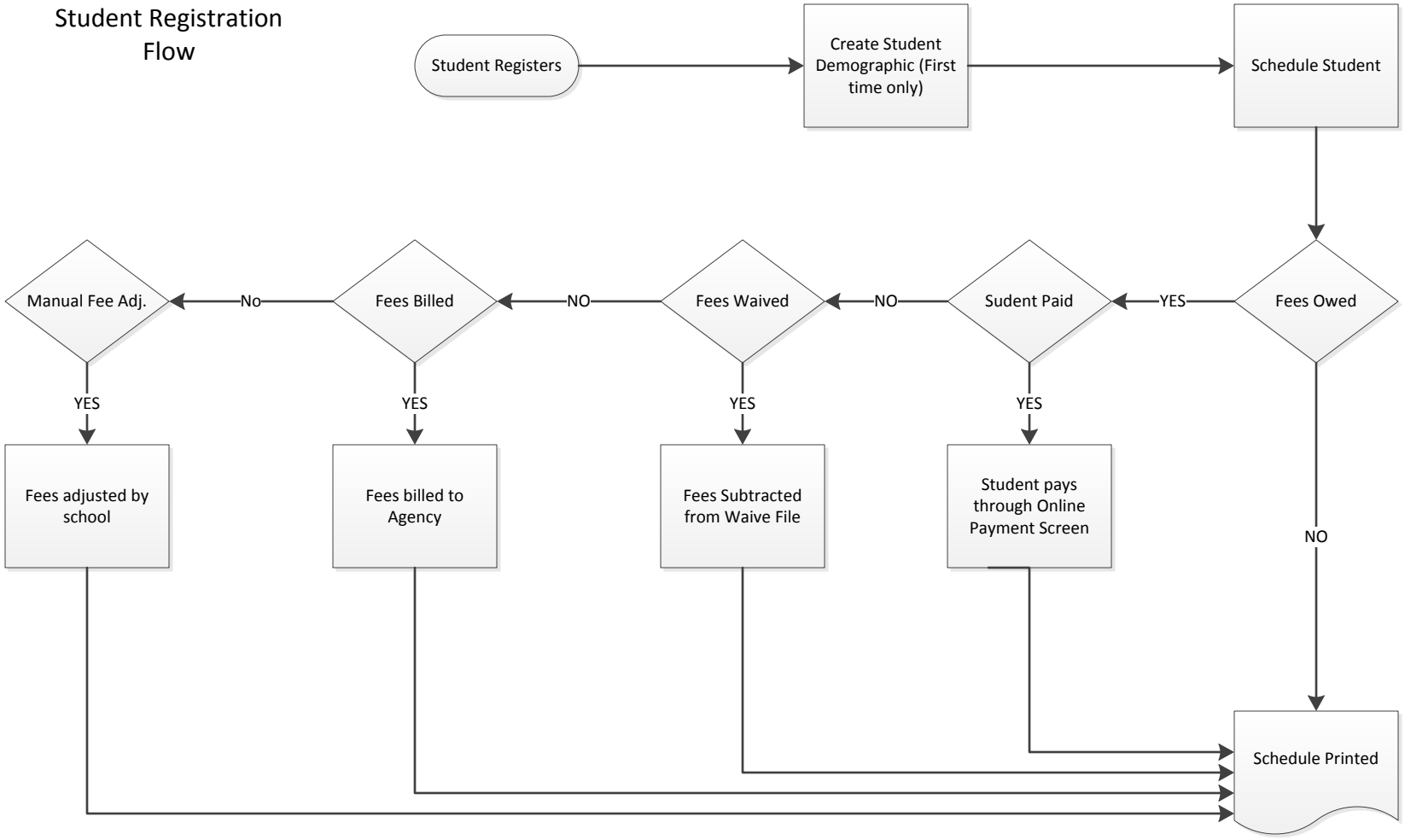
VACS CURRENT SYSTEM DATA FLOW

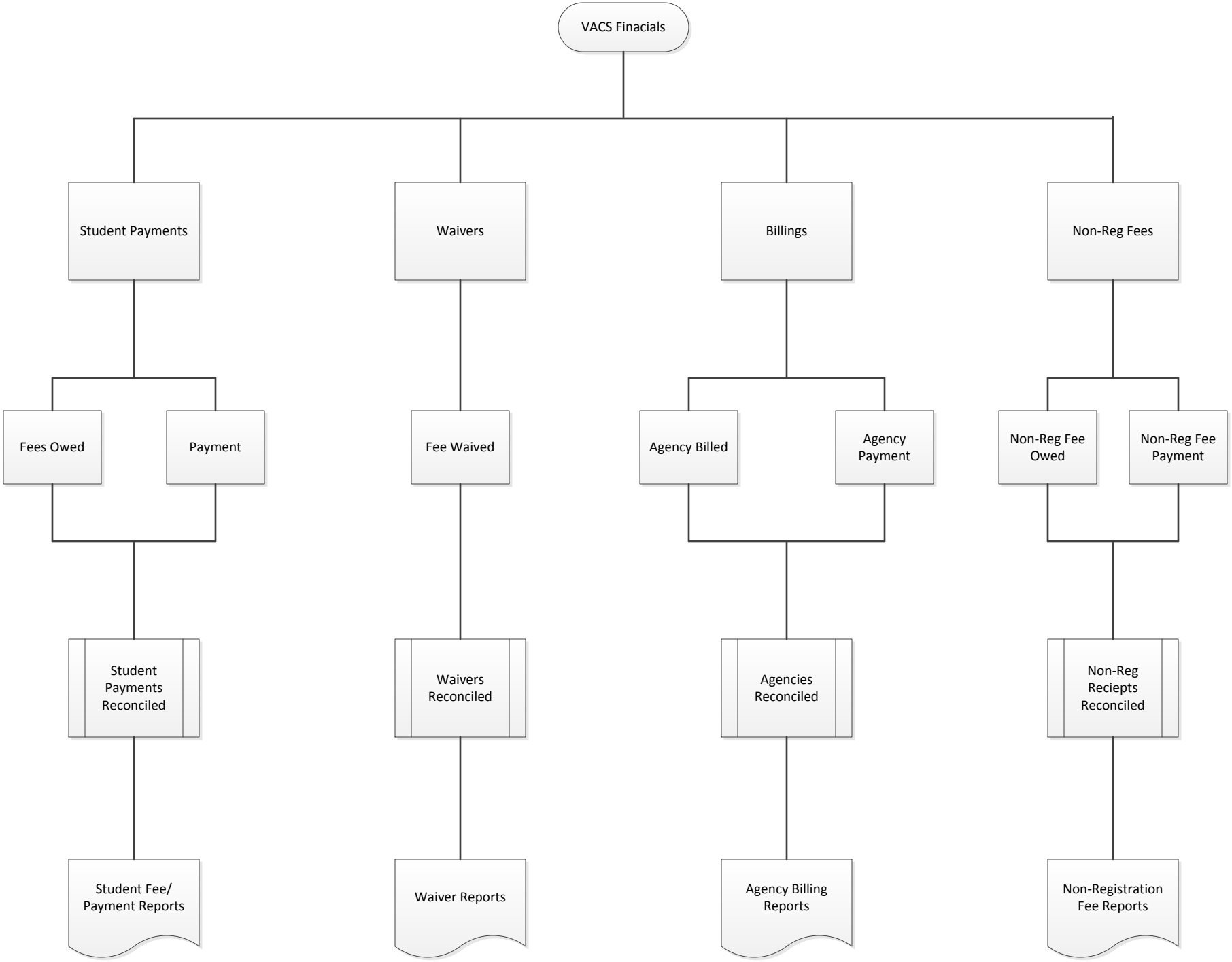


Master Schedule



Student Registration Flow




VACS Finacials
Student Payments
Waivers
Billings
Non-Reg Fees
Fees Owed
Payment
Fee Waived
Agency Billed
Agency Payment
Non-Reg Fee Owed
Non-Reg Fee Payment
Student Payments Reconciled
Waivers Reconciled
Agencies Reconciled
Non-Reg Reciepts Reconciled
Student Fee/ Payment Reports
Waiver Reports
Agency Billing Reports
Non-Registration Fee Reports

IN PROCESS - FINANCIAL PROCESSES IN VACS

LAST UPDATED 8-28-12

STUDENT DEMOGRAPHIC

(MAIN MENU's selection '1' is the STUDENT INFORMATION APPLICATION MENU VZ02)

When the student first **ENROLLS** in the system, this menu is used to record student demographic information.

If the student is a new student in VACS, but was previously set up in ISIS, then only the ISIS ID need be entered on the ADD A NEW STUDENT screen, and all the ISIS information will automatically be loaded to VACS. If the student is a new student in VACS and was not previously set up in ISIS, then VACS Student information is entered. Some of the gathered student data is relevant to financial processes.

COURSE FEES:

(MAIN MENU selection '**2**' is the COURSE INFORMATION APPLICATION MENU VZ03 and from it selection **2** is: the MASTER SCHEDULE RECORD screen VZ26-41; where **PF6** displays the MASTER SCHEDULE COURSE FEES screen VZ26-42. (**MS** is Master Schedule)

The Master Schedule (MS) is the schedule of all the classes (sections) for all the courses. Each school has its own MS for each term, and can add, change or delete classes. An individual class (section) on the MASTER SCHEDULE FILE is called an MS record. The class's Reference Number is a 4-digit unique VACS-generated number used for quick reference to a Master Schedule Record. The Term equals Year plus a 1, 2 or 3.

Each MS for a term/ref/course/section is assigned a Department Code. This Department Code denotes type of course. Each department can charge a Special Course Fee and can charge a Liability Insurance Fee.

Within each department are Category Codes, each of which may have associated fees. These fees include Tuition (cost of course per term), Fee per Registration, Senior Citizen Fee, and Application fee (for some Vocational Courses). Note that all of these are on the MASTER SCHEDULE FILE. In addition, the system reviews the VSAM FEE SCHEDULE FILE for this department and category, to

retrieve the Cost per Contact Hour, Additional Fees per Course (also called Supplemental Fees), and to determine the Minimum and Maximum fees per Course. From the Course Information Applications screen, use selection 'A' to access the FEE SCHEDULE screen.

When a Student **SCHEDULES** a class

If this MS shows a Special Course Fee,
then the Special Course Fee is added to this student's totals.

If this MS shows a Liability Insurance Fee ,
then the Liability Insurance Fee is added to this student's totals, which may be a pro-rated amount.

If both Special Course and Liability Insurance fees are charged, they are combined in the Special Course Fee .

If this MS shows FEE (Basic Charge for this Course, ie Tuition) is greater than zero,
then the Tuition amount is added to this student's totals.

> Is cost-per-contact-hour on the Fee Schedule File a calculation from the MS FEE field combined with the MS Contact-hours field – Or is it an additional fee? See how the program treats it. <

If the Fee Schedule File shows additional-per-course (aka supplemental-fee) is greater than zero,
then it is added to this student's totals.

If this MS shows Fee-per-Registration is greater than zero,
then it is added to this student's totals.

If the MS shows that Fee-Overrides are allowed for this class,
then it allows a Manual Fee Override to be entered using PF23 from Student Schedule Display/Add screen.

If the MS shows that SR CITIZEN FEE is greater than zero,

If Student Age is greater than 65 > GE or GT? Check program and check if it is 65 <
Subtract the Base Fee and >rather than the Base Fee or the Total Fee?<*
add the discounted Sr Citizen Fee to the student's totals.

When all COURSE FEES have been calculated,

If Total-fees for this CATEGORY are greater than this CATEGORY's Maximum-per-course on the Fee Schedule File,
Plug Maximum-per-course in Student-Total-fees-this-course > Is this done in program ????<

If Total-fees for this CATEGORY are LT this CATEGORY's Minimum-per-course on the Fee Schedule File,
Plug Minimum-per-course in Student-Total-fees-this-course > Is this done in program ????<

>Use the programs to see how each CATEGORY CODE is charged, as based on the FEE SCHEDULE screen<

CURRENT VACS FINANCIAL ISSUES IN COURSE SCHEDULING:

VZ32 - The Fee Schedule screen maintains fee schedules for use in automatically calculating course tuition. Issue: new major changes are needed to for implementation of Block Tuition . Critical import and OK status

VZ26 - The Creation and viewing of Master Schedule (class) records. Issues exist with the automatic calculation of course hours based on calendar. Critical import and status ok

ROLLSCH - The batch Master Schedule Rollover, processes all current master schedules & creates new versions for the next term so registration can begin. Issue: Significant manual interaction is necessary. Loss of key personnel have made editing this process difficult. Critical import and OK status.

STUDENT SCHEDULING FEES:

(MAIN MENU selection '**1**' is the STUDENT INFORMATION APPLICATION MENU VZ02.)

SCHEDULE A CLASS. Information is entered on the STUDENT SCHEDULE DISPLAY/ADD screen. (From STUDENT INFO APPLICATION MENU, select **4** for STUDENT SCHEDULE DISPLAY/ADD screen VZ14).

Then the MASTER SCHEDULE record for this term/ref/course/section/department/school is read for COURSE FEES as above.

And the STUDENT INFORMATION record is read for the student's demographics that affect fees.

And the STUDENT PAYMENT record is read for current payment status.

If the Student has no FINANCIAL HOLD and all the entries are correct

Then the STUDENT COURSE FILE is updated for this Term/School/Student, including the following where relevant: ID-card Fee, Non-Resident Fee, Withdrawal Fee, any amounts Waived, and any amounts Billed to an Agency.

CURRENT VACS FINANCIAL ISSUE IN STUDENT SCHEDULE DISPLAY/UPDATE:

VZ14 - Schedule Display/Update, registers students in a class. Issue: the static limit of schedules per student forces manual adjustments of database to clear out transactions. Has major links to billing/payment. Critical import and OK status

If the Student owed money at the time of end-of-term FEE ROLLOVER,
That student received an automatic FINANCIAL HOLD and can't register until the relevant school removes the hold.

CURRENT VACS FINANCIAL ISSUES IN FEE ROLLOVER:

ROLLFEE – In the batch Fee Rollover, fee schedules are created for the new term to ensure fees are correctly calculated for registrations. Issue: New major changes are needed to for implementation of Block Tuition . Critical import and OK status.

ADD A CLASS to a Student's Schedule. (From STUDENT INFORMATION APPLICATION MENU, select **4** for STUDENT SCHEDULE DISPLAY/ADD.

The School, Term and Student Id are displayed across the top of the screen, along with Non-Resident code and Exceptionality-Code.
The detail lines each show a Category Code and its registration detail.
The SCHEDULE-NUMBER at the bottom of the screen is a VACS-assigned 6-digit identifier used to link this schedule to the Fee Record. Each time the schedule's fee record is updated a letter is incremented alphabetically by VACS and appended to the pre-existing Schedule Number (progressing from blank, A, B, etc.)

If all is entered correctly,
Then the screen is displayed with this schedule's UPDATED information including the following:
AMOUNT-OWED (Total amount of fees the student owes for the classes on these lines)

Then the STUDENT SCHEDULE DISPLAY/UPDATE screen ARE displayed with this class's updated information including AMOUNT OWED. **PF15** will display the FEES BY COURSE screen, showing more detailed billing and paying information.

If the operator reviews and confirms the fields are correct,
Then the operator can update the Schedule.

When a class is added to a student's record, a schedule for the student is created at the school for the term indicated.

ADD A CLASS AFTER IT STARTS. For a regular-length class, PRORATED FEES are based on calendar days after the class-start-date . >See how the program determines which fees are prorated & how it checks the above two factors <

If the Term is 1 or 3, *
If current date 1 to 21 days from the class-start-date
Charge the total Fee.
If current date 22 to 49 days from the class-start-date
Charge 75% of the total fee.
If the current date is 50 or more days from the first-day of class
Charge 50% of the total fee.

If the Term is 2, *
If current date 1 to 35 days from the class-start-date
Charge the total Fee.
If current date 36 to 63 days from the class-start-date
Charge 75% of the total fee.
If the current date is 64 or more days from the first-day of class
Charge 50% of the total fee.

* Note that the Term above is identified as the year plus 1, 2 or 3.

> Look in the program for the exact date ranges used on the two If-Statements above <

After the Adds are correct, they are reflected in the amount-owed on the STUDENT SCHEDULE DISPLAY/UPDATE screen and on the **PF15** FEES BY COURSE screen. After reviewing, the operator can update the Schedule.

When a class is added to a student's record, a schedule for the student is created at the school for the term indicated.

TRANSFER from a class . From the STUDENT/SCHEDULE DISPLAY/ADD screen ,
press **PF2** to get the STUDENT SCHEDULE DISPLAY/TRANSFER VZ14 screen.

Enterable fields in TRANSFER column:
DATE (MMDDYY) Transfer-date – Default is current date.
CDE (Transfer-code) – see page 5-39 (239) for Transfer-codes and their Fee Calculations.
REF (Reference number of new class.)

Type TRANSFER-DATE if not current-date on the line of the old class to be transferred from.
Type RE-ENTRY-CODE on the line of the old class to be transferred from.
Type REFERENCE number of the new class on the line of the old class to be transferred from, under "TO".

When all is correct, VACS will display the TRANSFER-CODE under ST (status) and the amended Amount Owed.

Press **PF15** to verify course fees on the FEES BY COURSE screen. After reviewing, the operator can update the Schedule.

RE-ENTER a class . From the STUDENT/SCHEDULE DISPLAY/ADD screen,
press **PF3** to get the STUDENT SCHEDULE DISPLAY/RE-ENTRY screen VZ14.
Enterable fields in RE-ENTRY COLUMN:
RE-ENTRY DATE – Default is current date.
RE-ENTRY CODE – see page 5-30 (230) for Reentry-Code values and their relative Fee Calculations.

Type RE-ENTRY-DATE if not current-date on the line of the class to be reactivated
Type RE-ENTRY-CODE on the line of the class to be reactivated.

When all is correct, VACS will display the RE-ENTRY-CODE under ST (status) and the amended Amount Owed.

Press **PF15** to verify course fees on the FEES BY COURSE screen. After reviewing, the operator can update the Schedule.

WITHDRAW from a class . From the STUDENT/SCHEDULE DISPLAY/ADD screen,
press **PF1** to get the STUDENT SCHEDULE DISPLAY/WITHDRAWAL VZ14 screen.

Financially relevant WITHDRAWAL fields selected by School, term, student ID are:
DATE (MMDDYY)
CDE (Withdrawal code) – see page 5-28 (228) for codes and their relative refund percentages.
REAS (Withdrawal reason)– (5-29 229) >Check program to see if default reasons are plugged if not entered<

AMOUNT OWED – total amount shown

When the first 3 fields are entered correctly, the AMOUNT OWED will reflect the change.
> Withdrawal reasons aren't required for some students. How does program know when they are required? >

If a grade for the class has been posted,
Then no withdrawal can be processed until the grade is removed.

If the Withdrawal Code = W
If the class hasn't started,
Then credit the student with 100% of tuition and any non-resident fee.

If the class is in the first 14 days,
Then credit the student with 50% of tuition and any non-resident fee.
If the class has been going GT (or GE??)14 days >GT or GE?<
Then no refund/ no credit .
> Are the "days" calculated by elapsed calendar days same as late class "adds", or by actual class days or? <
> When know what "day" fields is used, rewrite the if-statements with class-start-date or ? and current-date. <

If the Withdrawal Code = WA
Then credit student with the cost of unused class days – both tuition and any non-res fee. >how is this calculated?<

If the Withdrawal Code = WC Then ……

>>ETC. Better to get these directly from the computer program, but they are shown on page 5-28 228 in users guide. <

After the Withdrawals are correct, they are reflected in the amount-owed on the STUDENT SCHEDULE DISPLAY/ UPDATE screen and on the FEES BY COURSE screen. After reviewing, the operator can update the Fee Record.

MANUAL FEE ADJUSTMENT. From the STUDENT SCHEDULE DISPLAY/ADD screen, Press **PF23** to get MANUAL FEE ADJUSTMENT VZ18 screen
This Adjustment can be made before or after the schedule is updated (confirmed).

>See how the program handles this and change if needed. Add more fee types from pgm.<

If Manual-fee-override is set for this course and/or student

>see if the program checks the switch shown on both the Master Schedule Course Fees & Fee Schedule screens <

If ESOL-pre Adjusted-Fees is greater than 0
Move ESOL-pre Adjusted-Fees to ESOL-pre Total-fees and to ESOL-pre BALANCE-Due .
If Special-fee Adjusted-Fees is greater than 0
Move Special-fee Adjusted-Fees to Special-feeTotal-fees and to Special-feeBALANCE-Due
If Foreign-Fee Adjusted-Fees is greater than 0
Move Foreign-Fee Adjusted-Fees to Foreign-Fee Total-fees and to Foreign-Fee BALANCE-Due
If Literacy Adjusted-Fees is greater than 0
Move Literacy Adjusted-Fees to Literacy Total-fees and to Literacy BALANCE-Due .
If Special-fee Adjusted-Fees is greater than 0
Move Special-fee Adjusted-Fees to Special-fee Total-fees and to Special-fee BALANCE-Due .
If Student-ID-card Adjusted-Fees is greater than 0
Move Student-ID-card Adjusted-Fees to Student-ID-card Total-fees and to Student-ID-card BALANCE-Due .
(ID fees (Student ID Card) will show here only if operator entered "Y" for ID fees on STUDENT INFO APPP MENU.)

After the Adjustments are correct, they are reflected in the amount-owed on the STUDENT SCHEDULE DISPLAY/UPDATE screen and on the FEES BY COURSE screen. After reviewing, the operator can update the Fee Record.

> Double-check this FEES screen update, as the example in the book does NOT reflect the change<

A school can see their **FEE WAIVER ALLOCATION** VZ22 screen by selecting **6** from the STUDENT INFORMATION APPLICATION MENU screen. This retrieves information from the VSAM FEE WAIVER FILE. These are funds provided to the schools by the District to be used to pay part or all of the class fees for eligible students. The screen's fields include year-to-date allocation and expenditure plus current budget status and how much is remaining.

CURRENT VACS FINANCIAL ISSUE IN FEE WAIVER ALLOCATION:

VZ222 - The Fee Waiver Allocation process allows management of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on fee waiver allocation. Issue: the online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High importance and Bad status.

WAIVE A CLASS FEE. From the STUDENT SCHEDULE DISPLAY/ADD screen, press **PF7** to get the WAIVERS/AGENCY BILLINGS VZ17 screen . This updates school balance on the VSAM FEE WAIVER FILE.

This Waiver can be made before or after the schedule is updated (confirmed).

The following fields are organized by School/Term/Student, with data for each Class Ref Number & Special Fee Bal: <

Bal (Amount Owed) is displayed
Code (Waiver or Exempt Code) (5-58 258)
Waived (Amount of this Waiver or Exemption)
Total Waived Amount is displayed at the bottom left, when all is correct.

After the Code and Waived amount are entered,

If the Code indicates a Waiver (not an Exempt) and
If student-economically-disadvantaged is set and
If the registration is not for category 09, 90-96, 98 or 9A-9H and

Only decrease (and check?) funds if the fee being waived is a tuition fee or application fee (not special fee & not ID fee) AND
If this is not a special community school class waiver that doesn't reduce the fee waiver allocation and
> See how the program checks for these community-school non-reducing class waivers <
If the school's Fee Waiver Allocation remaining amount is GT waiver-amount)
Then Subtract this class's Waived-Amount from this class's Bal Amount-Owed and
Subtract from the school's Fee Waiver Allocation remaining amount
And add the Waived-Amount to this student's Total-Waived amount.
>Does pgm know it is a Special Fee because is entered on a line by the Special Fee Bal rather than Ref #? <
>Check if the program adds the Fee Waiver authorized-remaining-funds and budgeted-remaining funds together or just checks and subsequently reduces one of the 2 fields. Which one? <
> See if the program chks that the Bal (Amount-Owed) doesn't have to exceed the Waived Amount <

Else
If the fee being waived is a special fee (not a tuition fee or application fee) OR is a special community school class waiver that doesn't reduce the fee waiver allocation
Then add the Waived-Amount to this student's Total-Waived amount.
>Does pgm know it is a Special Fee because is entered on a line by the Special Fee Bal rather than Ref #? <
< Waivers to Special Fee Bal aren't removed from the Remaining-funds fields, so does that mean they aren't checked against the remaining-funds fields (which is what I wrote herein)? <
> See how the program checks for these community-school non-reducing class waivers <

If the Code indicates an Exempt (not a Waiver) and
If the Student's program is in a category specified by Florida Statutes >See how the program checks this<
> See if the program chks that the Bal (Amount-Owed) doesn't have to exceed the Waived Amount<
Then Subtract this class's Waived-Amount from this class's Bal Amount-Owed and
Add the Waived-Amount to this student's Total-Waived amount.

After the Waivers are correct, they are reflected in the total-waived-amount on this screen, the amount-owed on the STUDENT SCHEDULE DISPLAY/UPDATE screen, and on the FEES BY COURSE screen. After reviewing, the operator can update the Fee Record.

VIEW THE AGENCY CODES VZ95 and VZ96 View the Agencies that can be billed by selecting **E** from the STUDENT INFORMATION APPLICATION MENU. This retrieves information from the VSAM AGENCY TABLE FILE. Several organizations provide funds for some or all payment of fees. When specially identified students register, the fees are billed to the cooperating agency.

CURRENT VACS FINANCIAL ISSUE IN AGENCY CODES:

VZ95 - The Agency Codes process allows management of Agency Codes and information for processing of billing transactions. Issue: It has not been maintained in almost a decade & has hundreds of unused codes. High import and OK status.

VIEW THE DFAP-ALLOCATION VZ38 screen by selecting **G** from the STUDENT INFORMATION APPLICATION MENU. This retrieves information from the VSAM DFAP ALLOCATION FILE

CURRENT VACS FINANCIAL ISSUE IN DFAP (District Financial Aid Program):

VZ38 - The District Financial Aid Program allows management of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on DFAP allocation. Issue: The online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High import and Bad status. (Similar to Fee Waiver Allocation above)

BILL AN AGENCY. From the STUDENT SCHEDULE DISPLAY/ADD screen, press **PF7** to get the WAIVERS/AGENCY BILLINGS VZ17 screen. This may use both the VSAM DFAP ALLOCATION FILE and the AGENCY TABLE FILE

The Agency Billings are entered in the same way as fee waivers and exemptions on the *WAIVERS/AGENCY BILLINGS screen, except the right side of the screen is used for agency billings, and the agency code and the amount billed must be entered. The

agency codes can be viewed online by using selection E, AGENCY CODE, on the STUDENT INFORMATION APPLICATIONS MENU screen. Note that if the agency code is **DFAP** (DISTRICT FINANCIAL AID PROGRAM), special requirements include that the school must have sufficient funds in its DFAP allocation, and the student must meet specified category and department restrictions.

The following fields are organized by School/Term/Student, with data for each Class Reference Number & Special Fee Bal:
Bal (Amount Owed) is displayed
Code (Agency Code) (5-66 266)
Billed (Amount Billed)
Total Billed is displayed at the bottom right, when all is correct.
After the Agency Code and Billed amount are entered,

If the Agency Code is **DFAP (District Financial Aid Program**),

If the school's DFAP Authorized Remaining Funds plus DFAP Budgeted Remaining Funds are GT Amount-Billed) AND
> See if the program checks that the remaining-funds are added together for this comparison<
> See if the program checks that the Bal (Amount-Owed) doesn't have to exceed the Billed Amount<
If the student's class is not in department 65 or 99
If the student is not category 09, 90-96, 98 or 9A-9H and
Then Add the Billed-Amount to this student's Total-Billed and
Subtract from the school's DFAP Authorized-Remaining-Funds and its DFAP Budgeted-Remaining-Funds
> See if the program subtracts from both remaining-funds fields or decides which one? <

If the Agency Code is NOT DFAP
> See if the program chks that the Bal (Amount-Owed) doesn't have to exceed the Billed Amount<
Then Add the Billed-Amount to this student's Total-Billed.

After the Billings are correct, they are reflected in the Total-Billed field on this screen, in the amount-owed on the STUDENT SCHEDULE DISPLAY/UPDATE screen and on the FEES BY COURSE screen. After reviewing, the operator can update the Fee Record.

CURRENT VACS FINANCIAL ISSUE IN AGENCY BILLING:

VZ01 - Agency Billing is a Process to handle billing to agencies, processing of payments, posting payments back down to class level (manual) and generation of accounts receivables reports. Issue: The system receives constant agency billing and payment transactions. These along with errors from users cause billing balances to be incorrect - significant receivables carried because of user apathy and significant manual process. Critical import and Bad status.

DISPLAY SCHEDULE INFORMATION BY TERM: From the Student Information Application Menu, Selection "H" displays the SCHEDULE INFORMATION BY TERM VZ24 screen.

CURRENT VACS FINANCIAL ISSUE IN SCHEDULE INFORMATION BY TERM:

VZ24 – The Schedule Information by Term screen displays student schedule information by term. No issues noted. Medium import and Good status.

AFTER A STUDENT'S SCHEDULE IS COMPLETE:

If fees are not owed,

Then PRINT THE SCHEDULE

Else

PURSUE **PAYMENT**.

PAYMENTS:

(MAIN MENU selection '**3**' is the PAYMENT INFORMATION APPLICATION MENU VZ04 and from it selection **2** is the UPDATE STUDENT FEE RECORD VZ41 screen. (9-4 335)

When a Payment transaction is entered, the system reviews student data on the STUDENT MASTER FILE and the schedule and fees on the STUDENT COURSE FILE. It retrieves, and updates as necessary, the relevant STUDENT PAYMENT FILE record, which shows the following financial information for Term/School/ Student-ID:

Total Fees (Total fees charged)
Student-Paid (previous student payments toward the fee total)
Waived (amount of fees administratively waived)
Agency Bill (amount billed to an agency)
Agency Paid (amount agency has previously paid toward the agency billing)
Payment-Due

RECORD FULL OR PARTIAL PAYMENT of student course fees by the **student** or billing **agency**, from the UPDATE STUDENT FEE RECORD screen VZ41.

The following are updated by the operator on the UPDATE STUDENT FEE RECORD screen:
Reference (The operator enters the VACS-generated 6-digit Schedule Number from the printed schedule. Each time this schedule's fee record is updated a letter is incremented alphabetically by VACS and appended to the pre-existing Schedule Number (progressing from blank, A, B, etc.)
Entry Type (code indicating type of update you are making – see list of available codes on the screen. '$' is the default code and indicates a cash payment. "A" is the code for an AGENCY PAYMENT.)
Amount (dollar amount you are recording on this transaction.)
Date (transaction date)
Agency code (Code identifying the billing agency). This is required when the Entry Type is "A". (9-10)

CURRENT VACS FINANCIAL ISSUE IN STUDENT FEE RECORD.

VZ40/41 - The Student Fee Record screens display student fee record associated with master schedule. The process involves generation of fees automatically based on fee schedule, registration, date, course fees. Payment processing automatically posts transactions back to class level. The issue is that the system has been defective for over 15 years - constant manual attention is needed as multiple registration events and withdrawals constantly throw system off balance. Critical import and Bad status.

If the payment was not Entry-Type "A" for an Agency Payment, and there are no errors, pressing ENTER will display
PARTIAL PAYMENT BY STUDENT VZ42 screen (9-7), listing the student's classes for the term, each with:
Dept
Reference (the class's 4-digit ref # on the MS, plus an abbreviation indicating what the fee is for. TUIT=tuition, etc.
Fees
Waived/Billed
Student-Paid
Student-Owes
Payment-Applied – Type the amount of payment to be applied to the fees by each course.
Total-Payment displays at the Bottom of the Screen.

If the amounts entered under Payment-Applied add up to the Total-Payment on this screen (which is the amount that was Entered on the previous **Update Student Fee Record** screen),
Then a "Function Complete" message will be displayed,
Then press CLEAR to return to the UPDATE STUDENT FEE RECORD screen,
Where the Student-paid and Payment-due fields will have been updated.

If the payment was Entry-type "A" for an **AGENCY PAYMENT**, and there are no errors,
Then pressing ENTER will display the UPDATE STUDENT FEE RECORD screen, where the Agency-paid and Payment-due fields will have been updated.

- Note from Lori Zyne's book relating to next 3 sections on **REFUNDS**: >Check Program <

Total Fee – Amount agency billed – amount waived – amount student paid = balance due
(No refund is due if the balance due LT 0, but amount-agency-billed or -paid, or amount-waived are not 0)

RECORD STUDENT CASH REFUND , from the UPDATE STUDENT FEE RECORD VZ41.

The following are updated by the operator on the UPDATE STUDENT FEE RECORD screen:
Reference (The operator enters the 5-digit Check Number for the refund.)
Entry Type (code indicating type of update you are making. Enter an "**S**" for a student refund.)
Amount (dollar amount you are recording on this transaction.)
Date (transaction date)

Pressing ENTER will display the REFUND TO STUDENT screen VZ44, listing the student's classes for the term with:
Dept
CAT
Class Reference #
Student Fees
Student-Paid
Amount-to-Refund - Type the amount of refund to be applied to the fees is typed here by each course.
Total-Refund-Amount is shown at the Bottom of the Screen.

When all refunds have been entered, press **PF3** and
If the amounts entered under Amount-to-Refund add up to the Total-Refund-Amount,
Then a "Function Complete" message will be displayed and "**CR**" will show beside each Amount-to-Refund
Then press CLEAR to return to the UPDATE STUDENT FEE RECORD screen,
where the Student-due, Student-paid and Payment-due and Total-Fees fields will have been updated*.

>*I am assuming these fields will have been updated. Check the prgm <

RECORD STUDENT CREDIT CARD REFUND , from the UPDATE STUDENT FEE RECORD VZ41.

Complete as for recording a STUDENT CASH REFUND above, except type "**R**" in the entry-type to indicate a CREDIT CARD REFUND. Press Enter and the REFUND TO CREDIT CARD VZ44 Screen will be displayed. The process here is identical to that for a CASH REFUND except that **CR CD** will show beside each Amount-to-Refund on the REFUND TO CREDIT CARD screen.

RECORD AGENCY REFUND , from the UPDATE STUDENT FEE RECORD VZ41.

Complete as for recording a STUDENT CASH REFUND above, except type "**W**" in the entry-type to indicate an AGENCY REFUND and type the Agency-Code.

Press Enter and the REFUND TO AGENCY VZ44 Screen will be displayed, listing the student's classes for the term with:
Dept
CAT
Class Reference # will show with the words SPECIAL and FOREIGN to specify these fees.
Agency-Fees
Agency-Paid
Amount-to-Refund - The total amount of refund that is being made to the agency.
At the Bottom of the Screen, Total-Refund-Amount displays the Amount on the UPDATE STUDENT FEE RECORD screen.
When all refunds have been entered, press PF3 and
If the amounts entered under Amount-to-Refund add up to the Total-Refund-Amount,
Then a "Function Complete" message will be displayed and "**CR**" will show beside each Amount-to-Refund
Then press CLEAR to return to the UPDATE STUDENT FEE RECORD screen,
Where the Payment-due fields and Total Fees and Agency-Bill and/or Agency Paid fields
will have been updated*?

>*I am assuming these fields will have been updated but they might not all have. Check the prgm. <

VOID AN ENTRY ON THE FEE RECORD , from the UPDATE STUDENT FEE RECORD VZ41. (9-27)

No reference number should be entered. Type "V" in entry-type.

Press Enter and the DISPLAY STUDENT FEE RECORD VZ40 Screen will be displayed (9-34) .

Each School/Term/Student-ID **FEE RECORD** shows the following financial information:
Total Fees (Total fees charged)
Student-Paid (previous student payments toward the fee total)
Waived (amount of fees administratively waived)
Agency Bill (amount billed to an agency)
Agency Paid (amount agency has previously paid toward the agency billing)
Payment-Due

A FEE-BREAKDOWN section is displayed, which includes field:
VOID NO.

A FEE TRANSACTION BREAKDOWN section of fee transactions that have been made is displayed, which includes fields:
PAY (The identifying number of each transaction)
BREAKDOWN: (The type of transaction) > I am assuming that this field is the ENTRY-TYPE. Chk program <

If you have found the fee transaction which you want to void,

Type the number from its "PAY" field into field "VOID NO". (This identifies the fee transaction to be voided.)

Then if its Entry-Type = "**$**" or other Student (ie a STUDENT ENTRY is to be voided), >If this what the pgm does? Must check <
display the VOID ENTRY/STUDENT VZ43 screen.

Else

If its Entry-Type = "**A**" (ie an AGENCY ENTRY is to be voided,) <I am assuming that this is what the pgm does. Must check <
display the VOID ENTRY/AGENCY VZ49 screen.

For either of these screens press PF3 to update the record and then
Press CLEAR to return to the UPDATE STUDENT FEE RECORD screen.

Where the Payment-due fields and either the Student-paid or Agency-Paid fields
will have been updated*?

>I am assuming these fields will have been updated but they might not all have. Check the prgm. <

CHANGE THE TRANSACTION DATE OF A FEE RECORD ENTRY – from the UPDATE STUDENT FEE RECORD VZ41

Complete as for recording a STUDENT CASH REFUND above, except type "**D**" in the entry-type to indicate a CHANGE TO THE TRANSACTION DATE.

Press Enter to show the DISPLAY STUDENT FEE RECORD VZ40 Screen.

Type the number of the transaction for which the date is to be changed.

If a student payment's entry date is to be changed,
The DATE ENTRY / STUDENT screen VZ43 will be displayed

If an agency's entry date is to be changed,
The DATE ENTRY / AGENCY screen VZ43 will be displayed

In either case, type the new date over the old one.

> This could have a financial impact if the transaction date is changed to a different fiscal period – so check if the program handles that. Probably it is handled by a manual accounting entry. <

RECORD UNCOLLECTIBLE FUNDS

> The book doesn't give information on processing these, except that from the UPDATE STUDENT FEE RECORD screen, "U" should be entered in ENTRY-TYPE. This is a "new" code.

> What fields does recording "U" update? The Payment-due fields and Total-fees and perhaps agency-bill and…? Check the program's handling of the Uncollectible amount. <

POST NON-REGISTRATION RECEIPTS VZ45 For all payments except course and special fees associated with course fees.

(MAIN MENU selection '**3**' is the PAYMENT INFORMATION APPLICATION MENU VZ04 and from it selection **3** is the POST NON-REGISTRATION RECEIPTS VZ45 screen. (9-40)

After typing the Effective-Date of the receipts at the top of the POST NON-REGISTRATION RECEIPTS screen,

The following fields are displayed for entry:

Type (Entry-Type code from the top of the screen - $ equals Cash and is already displayed on each entry line)
Receipt (number of the receipt)
Amount (amount of payment)
Account (the Internal Funds account into which the payment is to be recorded.
Description (description of payment)

After completing, press enter to be presented with a blank POST NON-REGISTRATION RECEIPTS screen for continued entry.

Press CLEAR to return to the PAYMENT INFORMATION APPLICATIONS MENU.

Note that the Student-paid and Payment-due fields and possibly Agency-Paid fields will have been updated*?

>*I am assuming these fields will have been updated but they might not all have. Check the program. <

CURRENT VACS FINANCIAL ISSUE IN POSTING NON-REGISTRATION RECEIPTS

VZ45 **-** The Post Non-Registration Receipts screen allows posting of non-tuition related receipts. The issue is that it has not been touched in a decade. Low import and OK stat.

DISPLAY TOTAL RECEIPTS VZ48

(From PAYMENT INFORMATION APPLICATION MENU VZ04, selection **6** is the DISPLAY TOTAL RECEIPTS VZ48 screen.)

This screen displays receipts for all payments posted on a specified date.

If DFAP-Total is GT 0,

Then press **PF3** to see the **DFAP-PAYMENT BREAKDOWN** VZ48 screen.

If STDT-CARD is GT 0,

Then press **PF4** to see the **CREDIT CARD PAYMENT BREAKDOWN** VZ48 screen.

CURRENT VACS FINANCIAL ISSUE IN DAILY TOTAL RECEIPTS PROCESS

VZ48 **-** The Daily Total Receipts screen aggregates daily payments into format which can be used for manual posting into accounting system. The issue is there is no automation with accounting system. Critical import and OK status.

DISPLAY STUDENT FEE RECEIPTS VZ46

(From PAYMENT INFORMATION APPLICATION MENU VZ04,
selection **4** is the DISPLAY STUDENT FEE RECEIPTS VZ46 screen. (9-40)

This screen displays receipts for all student course fees and special fees recorded on a specified date for a given school.

FINANCIAL ASSISTANCE CODING

Financial Assistance Received Codes are listed in Appendix Ten. (Apx-10 483)

CURRENT VACS FINANCIAL ISSUE IN FINANCIAL ASSISTANCE CODING

STFIN - Financial Assistance Coding for State Reporting. These are Codes which Financial Assistance received from the source system. Issue: No interface with feds - manual coding is not tenable for any modern financial aid system. High import and Bad status.

WDIS REPORTING & DATA IN YOUR HANDS

WDIS (WORFORCE DEVELOPMENT INFORMATION SYSTEM) is the State database where all the student, course and instructor data are reported. The State DOE manages the database and this part of VACS.

The BATCH DATA ANALYSIS process involves data extracted from VACS and transmitted to DATA SYSTEMS in WDIS reporting format. Data Systems imports WDIS data into an SQL server and then Data Systems edit-checks the data, insures the data is corrected. These corrections can be programmatic by ITS. In the end, ITS transmits the corrected data to both Data Systems and to the State DOE. (Data Systems may be an MDCPS department outside ITS or a < vendor for the State.)

Note the list of reports on page 12-2 includes an initial version of the "NON-PAYMENT REPORT (T29380801)" and a correction version, and a final version.

Individual reports start on page 12-8. They contain LCP/OCP earnings per program for the schools, and percentages related to "weightings" of programs and within the district. This all seems to pertain to money due to the school from the State.

CURRENT VACS FINANCIAL ISSUE IN THE 'SAVES' GRANT PROCESS

VC29 - SAVES - This process provides for entry of grant specific information for high stakes grant. (The grant report uses data from the WDIS Data Warehouse.) The issue is: A Web application is in development to hopefully deprecate this screen. High import and OK status.

THE ISSUES noted on Manny's VACS/WDIS Financial processes spreadsheet .

Each of these is noted in the processes above.

@VZ26 Master Schedule - In Creation and viewing of MASTER SCHEDULE (class) records, CI 2 to PF6 VZ26, issues exist with the automatic calculation of course hours based on calendar. (are these the net-hours/contact-hours or the credit hours?) Critical/status ok pg 3-22

@ROLLSCH. In the Master Schedule Rollover, batch ROLLSCH, which processes all current master scheds & creates new versions for the next term so registration can begin, the issue is need for significant manual interaction, Critical import and OK status. Note on Manny's spreadsheet this is marked 'student', though the CICS MS is 'course'.

@VZ32 FEE SCHEDULE. On the FEE SCHEDULE screen (CI A VZ32), which maintains fee schedules for use in automatically calculating course tuition, the issue is that new major changes are needed to for implementation of Block Tuition – untested as of 6/25. Critical import and OK status, 3-34, 134.

@ROLLFEE. In the FEE Rollover process, batch ROLLFEE, fee schedules are created for the new term to ensure fees are correctly calculated for registrations. The Issue is that new Major Changes are needed for implementation of Block Tuition – untested 6/25. Critical import and OK status. Note on Manny's spreadsheet this is marked student not course.

@VZ14 SCHEDULE DISPLAY/UPDATE, SI 4 VZ14, registers students in a class. Issue: the static limit of schedules per student forces manual adjustments of database to clear out transactions. Has major links to billing/payment. Critical import and OK status 5-5 (205), 5-13 (213)

@VZ22 FEE WAIVER ALLOCATION, SI 6 VZ22, allows mgmt of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on fee waiver allocation. Issue: the online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High importance and Bad status. (5-48, 5-50,5-51,5-53,5-59 similar to DFAP below)

@VZ95 AGENCY CODES, SI E VZ95, allows mgmt of Agency Codes and information for processing of billing transactions. Issue: It has not been maintained in almost a decade & has hundreds of unused codes. High import and OK status. 5-53,5-59

@VZ38 DFAP (District Financial Aid Program), SI G VZ38, allows mngmt of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on DFAP allocation. Issue: The online screen is ok,

but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High import and Bad status. (5-71. Similar to Fee Waiver Allocation above)

@VZ01 Agency Billing, PI. ((Chapter 5 VZ17 is the Waivers/Agency Billing screen where bill amount and agency code are entered. Chapter 9 VZ41 is the Update Student Fee screen which shows the Agency Bill amount and the Agency Paid Amount. Chapter 9 VZ49 is DISPLAY AGENCY/BILLINGS/PAID. Note VZ01 (the VACS main menu) is shown as the ID#.))

Process to handle billing to agencies, processing of payments, posting payments back down to class level (manual) and generation of accounts receivables reports. Issue: Constant transactions in system and errors from users cause billing balances to be incorrect - significant receivables carried because of user apathy and significant manual process. Critical import and Bad status.

@VZ24 Schedule Information by Term (Selection H from Student Info App Menu.) (4-39 176 refers to it but no picture)

Screen displays student schedule information by term. No issues noted. Medium import and Good status.

@VZ40 Student Fee Record ((Chapter 9 VZ40 is the DISPLAY STUDENT FEE RECORD SCREEN. Chapter 9 VZ41 is the Update Student Fee Record screen so it might be more relevant as an ID# for this issue.))

Screen displays student fee record associated with master scheduled. Process involves generation of fees automatically based on fee schedule, registration, date, course fees. Payment processing automatically posts transactions back to class level. Issue: System has been defective for over 15 years - constant manual attention =needed as multiple registration events and withdrawals constantly throw system off balance. Critical import and Bad status.

@VZ45 Post Non-Registration Receipts

Allows posting of non-tuition related receipt. 9-38 Issue: Has not been touched in a decade. Low import and OK stat.

@VZ48 Daily total Receipts

Aggregates daily payments into format which can be used for manual posting into accounting system. No automation with accounting system. Critical import and OK status.

@VC29 SAVES A file named SavesPerformanceData.txt is produced in the initial WDIS (Workforce Development Info System) reporting cycle. SAVES is also a District-level grant report that Data Systems pulls from WDIS Data Warehouse. (12-2 and 12-6 452)

Provides for entry of grant specific information for high stakes grant. Issue is: Web app in development to hopefully deprecate this screen. High import and OK status.

@STFIN Financial Assistance Coding

This is part of the State Reporting process, so is not reflected in the User's Guide except for a list of codes in Appendix 10. Codes financial assistance received from source system. Issue: No interface with feds - manual coding is not tenable for any modern financial aid system. High import and Bad status.

SCHEDULE - FINANCIAL PROCESSES IN VACS

LAST UPDATED 11/5/12

Note: Items that will move entirely or mainly to the new VACS Financials systems are enclosed in Rectangles.
The Master Schedule File 76 and Student Schedule File 75 are not in rectangles, as they will remain on the mainframe with their formats intact, although certain of their fields will move to server file(s) for future maintenance and reference with the new system. From that point, these fields will no longer be updated on the mainframe, though they might be displayed for historical purposes. Other fields selected from these two files and from the Student Master File 74 may reside on both the server and the mainframe, particularly those fields used in student or course identification.

VOCATIONAL ADULT COMMUNITY SYSTEM MENU, also known as the **Main Menu**

The MAIN MENU VZ01 (T4301p01) is displayed when the operator first signs onto VACS.

T4301P01 and other VACS programs transfer to and from each other while exchanging data held in the Communication-Area. For example, T4301P01 moves the sign-on location to the Communication-Institution field. Then when another program is selected, the menu transfers control to it with the entire Communication-area, so the selected program can identify the sign-on location. Other fields include the Communication-Pass-Indicator, which relays map, error and program-control information between programs, and the Communication-Inqupdt, which passes on the Inquiry or Update access permitted to this operator.

The MAIN MENU transfers control to the menu programs listed below.

Selection 1 is T4301p02 STUDENT INFORMATION APPLICATION MENU VZ02
Selection 2 is T4301p03 COURSE INFORMATION APPLICATION MENU VZ03
Selection 3 is T4301p04 PAYMENT INFORMATION APPLICATION MENU VZ04 WILL MOVE

STUDENT INFORMATION APPLICATION MENU

The MAIN MENU's selection '**1**' is the STUDENT INFORMATION APPLICATION MENU VZ02 (T4301p02)
When the student first **ENROLLS** in the system, this menu is used to record **student demographic** information.

If the student is a new student in VACS, but was previously set up in ISIS, then only the ISIS ID need be entered on the ADD A NEW STUDENT VZ10 screen (T4301p10), and all the ISIS information will automatically be loaded to VACS. If the student is a new student in VACS and was not previously set up in ISIS, then VACS Student information is entered. Some of the gathered student data is relevant to financial processes.

The STUDENT INFORMATION APPLICATION MENU VZ02 transfers control to the following relevant programs:

Selection 4 is T4301P14 STUDENT SCHEDULE DISPLAY / UPDATE VZ14

Selection 6 is T4301p22 FEE WAIVER ALLOCATION VZ22
Selection E is T4301p95 AGENCY CODES VZ95
Selection G is T4301p38 DFAP ALLOCATION VZ38

Selection H is T4301P24 DISPLAY AND UPDATE SCHEDULE BY TERM VZ24

COURSE INFORMATION APPLICATION MENU

The MAIN MENU's selection '**2**' is the COURSE INFORMATION APPLICATION MENU VZ03 (T4301p03).

The COURSE INFORMATION APPLICATION MENU transfers control to the following relevant screens:

Selection 2 T4301p26 and T4301p27 MASTER SCHEDULE RECORD VZ26 - Screens to display and update the Master Schedule

Selection A is T4301p32 FEE SCHEDULE VZ32

T4301P03 reads Adabas Master Schedule File 76 for Sponsoring-Class, Term and Inactive-Record-Flag for this location/term/course. Note that it compares the retrieved sponsoring-class to the sign-on location it received from T4301p01 in the Communication-Area field Communication-Institution.

MASTER SCHEDULE COURSE FEES:

The Master Schedule is the schedule of all the classes (sections) for all the courses. Each school has its own Master Schedule for each term, and can add, change or delete classes. An individual class (section) on the Master Schedule File 76 is called an **MS**. The class's Reference Number is a 4-digit unique VACS-generated number used for quick reference to its MS. The Term equals Year plus a 1, 2 or 3.

Each MS for a term/ref/course/section is assigned a Department Code, which denotes type of course. Each Department can charge a Special Course Fee and can charge a Liability Insurance Fee, both of which are on the class's MS.

Within each Department are up to 24 Category Codes, each of which may have associated fees. These fees include Tuition Fee Amount (cost of course per term), Fee per Registration, Senior Citizen Fee and Application fee (for some Vocational Courses), and are all included on the Master Schedule File 76 record.

To display or update the Master Schedule File 76, select **2** from the COURSE INFORMATION APPLICATION MENU to access the MASTER SCHEDULE display and update screens. If the Main Menu's operator sign-on indicated that the access should be inquiry, then T4301p26 presents the **MASTER SCHEDULE VZ26** screen (**T4301P26**) with "DISPLAY MODE" in the bottom left.

Otherwise T4301p26 first presents a menu screen for selection of: "A" for Add, "U" for Update, or "I" for Inactivate/Activate. If the selection here is "A" or "U" or "I", control is transferred to T4301p27, the Master Schedule File 76 update program, which presents the same **MASTER SCHEDULE VZ26** screen (**T4301P27**) with "UPDATE MODE", "ADD MODE", OR "INACTIVATE/ACTIVATE" in the bottom left.

If PF6 is pressed, T4301p26 displays the **MASTER SCHEDULE COURSE FEES VZ26-42** screen (T4301p26).

In addition, Master Schedule programs T4301p26 and T4301p27 read the VSAM file Fee Schedule By Department for this selection's Department and its Category Codes, to retrieve the Cost per Contact Hour, Additional Fees per Course (also called Supplemental Fees), any Fees per Registration, and Special Purpose Fees for this course. T4301p27 reads this file and calculates fees before updating the Master Schedule File 76. The Fee Schedule by Department file WILL MOVE and T4301p26 and T4301p27 will change.

From the COURSE INFORMATION APPLICATIONS MENU, use selection 'A' to transfer control to T4301p32, which will display the **FEE SCHEDULE VZ32** screen for Update or Inquiry of the VSAM file Fee Schedule By Department. T4301p32 updates both the CURRENT AND FUTURE records on this file. This file WILL MOVE and T4301p32 WILL MOVE.

Comment [PP1]:

CURRENT VACS FINANCIAL ISSUES IN COURSE SCHEDULING:

VZ32 - The Fee Schedule screen maintains fee schedules for use in automatically calculating course tuition. Issue: new major changes are needed to for implementation of Block Tuition. Critical import and OK status

VZ26 - The creation and viewing of Master Schedule (class) records. Issues exist with the automatic calculation of course hours based on calendar. Critical import and OK status

ROLLSCH - The batch Master Schedule Rollover processes all current master schedules & creates new versions for the next term so registration can begin. Issue: Significant manual interaction is necessary. Loss of key personnel have made editing this process difficult. Critical import and OK status

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STUDENT COURSE FEES: BEGINNING OF T4301P14 PROCESSES

The **STUDENT SCHEDULE DISPLAY/ADD** VZ14 screen (**T4301P14**) displays or updates a student's schedule. It is Selection **4** on the STUDENT INFORMATION APPLICATION MENU VZ02 (T4301p02), and can be accessed by pressing PF1 on the STUDENT INFORMATION VZ11 screen (T4301p11).

The STUDENT SCHEDULE DISPLAY/ADD VZ14 screen is also displayed when PF3 is pressed on the **STUDENT FEES UPDATE VZ41** (T4301p41) screen, which WILL MOVE.

T4301p14 reads the Student Schedule File 75 for this student/location/term for this student's schedule,
and the Master Schedule File 76 for this term/ref/course/section/department/school for course fees,
and the Student Information File 74 for this student's demographics that affect fees,
and the Student Payment File 77 for this student's current payment status. This file WILL MOVE.

T4301p14 reads and updates the Student Work File in Working Storage; this includes updating the Student Work File with fields from Payment File 77, which WILL MOVE. T4301p14 passes the Student Work File to its called programs for update of Adabas and VSAM files with student schedule changes and adds.

T4301p14 transfers control to the following programs, none of which display screens, and all of which return control to T4301p14. These three programs perform the editing and validating of data and all VSAM and Adabas file updates for T4301p14.

T4301p15 STUDENT SCHEDULE EDIT –

Reads Student Master File 74, the Student Schedule File 75 and Master Schedule File 76, edits and validates all course information on the Student Work File, and updates both Student Master File 74 and the Student Work File.

T4301p16 STUDENT SCHEDULE FEE CALCULATOR –

Reads the Student Work File, Student Master File 74, the Student Schedule File 75 and Master Schedule File 76, and updates the Student Work File after calculating all course fees.

T4301p19 STUDENT SCHEDULE UPDATE –

Reads the Student Work File. Reads and updates Student Master File 74, Student Schedule File 75, Master Schedule File 76, Student Payment File 77, and Student Master Term File 174. Also reads and updates three VSAM files when necessary: Fee Waiver Allocation File, DFAP Allocation File and Waiver/Bill/Manual Fees Adjustment Update Log .

T4301p14 also transfers control to the following programs which display screens.

T4301p23 FEES BY COURSE VZ23

T4301p24, DISPLAY SCHEDULES BY TERM VZ24
T4301p26 MASTER SCHEDULE DISPLAY VZ26 (which transfers to T4301p27 MS update.)

T4301p17 WAIVERS/AGENCY BILLINGS VZ17
T4301p18 MANUAL FEE ADJUSTMENTS VZ18
T4301p41 UPDATE STUDENT FEE RECORD VZ41 (Payment Driver)

DISPLAYING A SCHEDULE from the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen (T4301p14).

The operator enters the School, Term and Student ID to display the student's current schedule for the specified term and school.

ADDING A CLASS to a Student's Schedule from the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen (T4301p14).

The School, Term and Student Id and Name are displayed across the top of the screen, along with Non-Resident code and Exceptionality-Code. The detail lines each show a Category Code and its registration detail.

The operator enters the following for each course to be added:

Ct - Category-Code

Ref – Class Reference Number (Unique VACS-assigned 4-character identifier for the course's MS record)
Type – Type Code (Entry optional)
Reg Date - Registration-date (To be entered or defaults to current-date)

If the Student owed money at the previous end-of-term, that student received an automatic FINANCIAL HOLD and can't register until the relevant school removes the hold.

If the Student has no FINANCIAL HOLD and all the entries are correct,
The STUDENT SCHEDULE DISPLAY/UPDATE VZ14 screen is displayed with the course's updated information including the Amount Owed for these classes at the bottom right.

If this MS/Category shows FEE (Basic Charge for this Course, ie Tuition) is greater than zero, then the Tuition amount is added to this student's totals.

If this MS shows a Special Course Fee, then the Special Course Fee is added to this student's totals.

If this MS shows a Liability Insurance Fee, then the Liability Insurance Fee (which may be a pro-rated amount) is added to this student's totals.

If both Special Course and Liability Insurance fees are charged, they are combined in the Special Course Fee, and added to this student's totals.

If this MS/Category and student information indicate a Non-Resident fee should be charged, and the Department is neither '99' nor '65', and the Category is either 3A, 3C, 04, 06, DS or LL, THEN the Tuition is doubled for this student.

If this MS/Category shows Fee-per-Registration is greater than zero, then it is added to this student's totals.

The system no longer needs to determine whether the MS shows that the SR CITIZEN FEE is greater than zero. (Per MC)

The system no longer needs to check Minimum-per-course and Maximum-per-course. (Per RF)

Pressing **PF15** on the STUDENT SCHEDULE DISPLAY/UPDATE VZ14 screen will display the **FEES BY COURSE VZ23** screen (T4301p23), which reads the Student Work File and calculates fees.

Since the STUDENT WORK File, received from T4301p14, includes fields originating on PAYMENT FILE 77, T4301p23 WILL CHANGE .

The **FEES BY COURSE** screen VZ23, includes the following:

Dept – Department
Ct - Category Code
Ref - Class Reference Number
Tuition – Class Tuition amount
Spec - Special Fees amount
Non-Res – Non-Resident Student fee
Waived – Amount Waived
Billed – Amount Billed to an Agency
Stdt Pd – Amount Student Paid
Ag Pd – Amount Agency Paid
Balance

After verifying the fee information on the FEES BY COURSE VZ23 screen, the operator presses ESC or BREAK to return control to T4301p14, which will display the **STUDENT SCHEDULE DISPLAY/UPDATE** VZ14 screen.

The SCHEDULE-NUMBER at the bottom of the screen is a VACS-assigned 6-digit identifier used to link this schedule to the Fee Record. Each time the schedule's fee record is updated a letter is incremented alphabetically by VACS and appended to the pre-existing Schedule Number (progressing from blank, A, B, etc.)

ADD A CLASS AFTER IT STARTS. For a regular-length class, PRORATED FEES are based on calendar days after the class-start-date.

If the current date is 1 to 21 days from the class-start-date
Charge the total Fee.
If the current date is 22 to 49 days from the class-start-date
Charge 75% of the total fee.
If the current date is 50 or more days from the class-start-date
Charge 50% of the total fee.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Schedule.

TRANSFER from a class. From the STUDENT/SCHEDULE DISPLAY/ADD screen VZ14, display the schedule for this student and term. Then press **PF2** to get the **STUDENT SCHEDULE DISPLAY/TRANSFER** VZ14 screen (T4301p14).

Tab to position the cursor on the line of the class to be transferred from.

Type the following in the TRANSFER column:

DATE (MMDDYY) Transfer-date – Default is current date.
CDE (Transfer-code) – TR is Regular Transfer and will charge the full amount for the 'transfer-to' crse
- TA is Administrative Transfer – No additional charge for transferring to the new class - will assign the fees from the 'transfer-from' crse to the 'transfer-to' crse

TO - Reference number of new class

Note that BOTH transfer-codes will back out all fees associated with the transfer-from course. If the transfer was to a class with different fees, STUDENT SCHEDULE DISPLAY/TRANSFER VZ14 screen displays whether a payment or credit is due to the student.

When all is correct, VACS will display the TRANSFER-CODE under ST (status) and the amended Amount Owed.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Schedule.

RE-ENTER a class. From the STUDENT/SCHEDULE DISPLAY/ADD VZ14 screen, display the schedule for this student and term. Then press **PF3** to get the **STUDENT SCHEDULE DISPLAY/RE-ENTRY** VZ14 screen (T4301p14).

Tab to position the cursor on the line of the class to be re-entered.

Type the following in the RE-ENTRY column:

RE-ENTRY DATE – Default is current date.
RE-ENTRY CODE – RE is Regular reentry – charge full payment.

RA is Administrative reentry – no additional charge for reentering.
RO is prorated reentry with original registration date.
RP is prorated reentry with reentry date.

Note on calculating PRORATED FEES for Re-entry Code RP and RO. For a regular-length class, the Selected Date is the Class-Start-Date for RO and is the Re-Entry-Date for RP.

If the current date is 1 to 21 days from the Selected Date
Charge the total Fee.
If the current date is 22 to 49 days from the Selected Date
Charge 75% of the total fee.
If the current date is 50 or more days from the Selected Date
Charge 50% of the total fee.

When all is correct, VACS will display the RE-ENTRY-CODE under ST (status) and the amended Amount Owed.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Schedule.

WITHDRAW from a class. From the STUDENT/SCHEDULE DISPLAY/ADD VZ14 screen (T4301p14), display the schedule for this student and term. Then press **PF1** to get the **STUDENT SCHEDULE DISPLAY/WITHDRAWAL** VZ14 screen (T4301p14).

Tab to position the cursor on the line of the class to be withdrawn from.

Type the following in the WITHDRAWAL column:
DATE (MMDDYY) – default is the current date
CDE (Withdrawal code) – See allowed Withdrawal Codes listed below.
REAS (Withdrawal reason)– Default reasons are W29 or W41. (5-29 229) >Are default reasons are plugged if not entered? <

ALLOWED WITHDRAWAL CODES AND THEIR REFUNDS:

Withdrawal Code = W (Student Choice)
If the class hasn't started,
Then credit the student with 100% of tuition and any non-resident fee.

If within 14 days after start of class,
Then credit the student with 50% of tuition and any non-resident fee.
If 14 days after the start of the class, then no credit.

Withdrawal Code = WA (Administrative)
Credit student with the cost of unused class days for both tuition and any non-resident fee.

Withdrawal Code = WC (Class Closing)
If the class has not started, credit 100% of tuition and any non-resident fee.
If the class has met for 25% or less of the scheduled time, credit 75% of tuition and any non-resident fee.
If the class has met for 26% to 50% of the scheduled time, credit 50% of tuition and any non-resident fee.
If the class has met for 51% to 75% of the scheduled time, credit 25% of tuition and any non-resident fee.
If the class has met for more than 75% of the scheduled time, then no credit.

Withdrawal Code = WD (Disciplinary), WO (Administrative), or WX (Non-Attendance)
Give no credit.

Withdrawal Code = WH (Administrative) or WN (Administrative)
Credit 100% of tuition, any non-resident fee and any special fee.

Withdrawal Code = WJ (Administrative) or WQ (Administrative)
Credit 100% of tuition, any non-resident fee, any special fee and any student ID fee.

Withdrawal Code = WI (Administrative) or WM
Credit 100% of tuition and any non-resident fee.

If a grade for the class has been posted, then no withdrawal can be processed until the grade is removed.

When all is correct, VACS will display "W" under ST (status) and an amended Amount Owed. If the Amount Owed is negative, the message displayed will be "Refund Due".

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Schedule.

FEE WAIVERS AND/OR AGENCY BILLINGS – T4301p17

WAIVE A CLASS FEE. From the STUDENT SCHEDULE DISPLAY/ADD screen, press **PF7** to get the **WAIVERS/AGENCY BILLINGS** VZ17 screen (**T4301p17**). This screen is used to waive all or partial fees for a selected class when the student is coded as economically disadvantaged and sufficient funds are available in the school's Fee Waiver Allocation file. Waivers aren't allowed for some categories. The Fee Waiver Allocation is reduced for all but special fee waivers for Community school classes (CFW). This is also used for Fee Exemptions, which must be in a category specified by Florida Statutes. Fee Waivers and Exemptions can be entered before or after the schedule is updated, but special security authorization is required. (This screen is also used for Agency Billings as shown below.)

T4301p17 receives information from the STUDENT WORK SCHEDULE Temporary Storage (TS) area passed to it by T4301p14. It also reads the VSAM Agency File, the VSAM Fee Waiver Allocation File and VSAM DFAP Allocation File.

T4301p17 uses T4301p19 for VSAM and ADABAS file updates:
T4301p17 recalculates DFAP allocation and Fee Waiver Allocation balances as needed and then updates the received STUDENT WORK SCHEDULE area. It then transfers control to T4301p14, which transfers control to T4301p19, which uses data in the STUDENT WORK SCHEDULE area to update STUDENT PAYMENT FILE 77, the Student Schedule File 75, and the Master Schedule File 76 as necessary. It also reads and updates three VSAM files when necessary: the Fee Waiver Allocation File, DFAP Allocation File and Waiver/Bill/Manual Fees Adjustment Update Log .

On the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen, display the schedule record of the student for the appropriate term. Press **PF7** to display the **WAIVERS/AGENCY BILLINGS VZ17** screen. The left side of the screen is used to enter fee waivers and fee exemptions. (The right side is used for agency billings, which are described below.)

The following fields are displayed in the left half of each line:

Ref (Class reference number)
Bal (Amount Owed)
Sp Bal (Special Fee Balance)
Code (Waiver or Exempt Code) – Enter a valid code. See copybook T4301c96.
Waived (Amount of this Waiver or Exemption) – Enter a the amount of this waiver or exemption

Total Waived Amount is displayed at the bottom left, when all is correct.

After the Code and Waived amount are entered as needed for each class shown:

If the Code indicates a Waiver (not an Exempt) and
If student-economically-disadvantaged is set and
If the registration is not for disallowed categories and the fee being waived is a tuition fee or an application fee
If this is not a special community school class waiver that doesn't reduce the fee waiver allocation and
If the school's Fee Waiver Allocation remaining amount is GT waiver-amount
Then Subtract this class's Waived-Amount from this class's Bal Amount-Owed and
Subtract from the school's Fee Waiver Allocation remaining amount
And add the Waived-Amount to this student's Total-Waived amount.

Else
If the fee being waived is a special fee (not a tuition fee or application fee) OR is a special community school class waiver that doesn't reduce the fee waiver allocation
Then add the Waived-Amount to this student's Total-Waived amount.

If the Code indicates an Exempt (not a Waiver) and
If the Student's program is in a category specified by Florida Statutes
Then Subtract this class's Waived-Amount from this class's Bal Amount-Owed and
Add the Waived-Amount to this student's Total-Waived amount.

After the Waivers are correct, they are reflected in the total-waived-amount on the bottom left of this screen.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Fee Record.

BILL AN AGENCY. From the STUDENT SCHEDULE DISPLAY/ADD screen, press **PF7** to get the **WAIVERS/AGENCY BILLINGS** VZ17 screen (**T4301p17**). This screen is used to record billings to the numerous organizations which provide funds for complete or partial payment of student fees. When specially identified students register for courses, the fees are billed manually to the relative agency and the billings are recorded here.
(This screen is also used for Fee Waivers and Exemptions as shown above.)

T4301p17's file handling is shown above under Fee Waivers. The significant files for the process of billing an agency are the VSAM Agency File and VSAM DFAP Allocation File.

On the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen, display the schedule record of the student for the appropriate term. Press **PF7** to display the **WAIVERS/AGENCY BILLINGS VZ17** screen. The Agency Billings are entered in the same way as Fee Waivers on this screen, except the right side of the screen is used for agency billings, and the agency code and the amount billed must be entered.

The agency codes can be viewed online by using selection **E** on the STUDENT INFORMATION APPLICATIONS MENU screen. Note that if the agency code is **DFAP** (DISTRICT FINANCIAL AID PROGRAM), special requirements include that the school must have sufficient funds in its DFAP allocation, and the student must meet specified category and department restrictions.

The following fields are in the right half of each line on the **WAIVERS/AGENCY BILLINGS VZ17** screen:

Code (Agency Code) - Two entry columns are provided
Billed (Amount Billed) – Two entry columns are provided
Total Billed is displayed at the bottom right, when all is correct.

The following fields are displayed at the far left of each line:

Ref (Class reference number)
Bal (Amount Owed)
Sp Bal (Special Fee Balance)

After the Agency Code and Billed amount are entered,

If the Agency Code is **DFAP (District Financial Aid Program**),

If the school's DFAP Authorized Remaining Funds plus DFAP Budgeted Remaining Funds are greater than Amount-Billed
If the student's class is not in disallowed departments and
If the student is not for disallowed categories and
Then Add the Billed-Amount to this student's Total-Billed and
Subtract from the school's DFAP Authorized-Remaining-Funds and its DFAP Budgeted-Remaining-Funds

If the Agency Code is not DFAP
Then Add the Billed-Amount to this student's Total-Billed.

After the Billings are correct, they are reflected in the Total-Billed field on the bottom right of this screen.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Fee Record.

CURRENT VACS FINANCIAL ISSUE IN AGENCY BILLING:

VZ01 - Agency Billing is a Process to handle billing to agencies, processing of payments, posting payments back down to class level (manual) and generation of accounts receivables reports. Issue: The system receives constant agency billing and payment transactions. These along with errors from users cause billing balances to be incorrect - significant receivables carried because of user apathy and significant manual process. Critical import and Bad status.

MANUAL FEE ADJUSTMENT. From the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen, Press **PF23** to get the **MANUAL FEE ADJUSTMENTS VZ18** screen (T4301p18). Manual fee adjustments can be made to the computer-generated course fees by school administrators with special security authorization. The Manual Fee Adjustment can be made before or after the schedule is updated.

On the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen, display the schedule record of the student for the appropriate term. Press **PF23** to display the **MANUAL FEE ADJUSTMENTS VZ18** screen. Position the cursor on the line next to the fee to be changed, and type the new amount.

If Manual-fee-override is set for this course and/or student
- If ESOL-pre Adjusted-Fees is greater than 0
  - Move ESOL-pre Adjusted-Fees to ESOL-pre Total-fees and to ESOL-pre BALANCE-Due .
- If Special-fee Adjusted-Fees is greater than 0
  - Move Special-fee Adjusted-Fees to Special-feeTotal-fees and to Special-feeBALANCE-Due
- If Foreign-Fee Adjusted-Fees is greater than 0
  - Move Foreign-Fee Adjusted-Fees to Foreign-Fee Total-fees and to Foreign-Fee BALANCE-Due
- If Literacy Adjusted-Fees is greater than 0
  - Move Literacy Adjusted-Fees to Literacy Total-fees and to Literacy BALANCE-Due .
- If Special-fee Adjusted-Fees is greater than 0

Move Special-fee Adjusted-Fees to Special-fee Total-fees and to Special-fee BALANCE-Due .
If Student-ID-card Adjusted-Fees is greater than 0
Move Student-ID-card Adjusted-Fees to Student-ID-card Total-fees and to Student-ID-card BALANCE-Due .
(ID fees (Student ID Card) will show here only if operator entered "Y" for ID fees on STUDENT INFO APPP MENU.)

T4301p18 uses T4301p39 for file updates:
T4301p18 receives information for the payment recalculations from the STUDENT WORK SCHEDULE Temporary Storage (TS) area passed to it by T4301p14. T4301p18 updates the received STUDENT WORK SCHEDULE area. It then transfers control to T4301p39 which receives information from the STUDENT WORK SCHEDULE to update STUDENT PAYMENT FILE 77. T4301p39 then updates the STUDENT WORK SCHEDULE and returns control to T4301p18. (Note that Void transactions are processed differently by T2104p39, as described in the Payment Programs and Payment Processes documents.)

T4301p18 reads and updates the VACS Student Master file ISIS School Master File with the Application-Fee-Flag.

After finished making adjustments on this page, press ENTER. After reviewing the changes, press PF3 to update the changes and return to the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen.

Press **PF15** to verify course fees on the **FEES BY COURSE** screen VZ23. After reviewing, the operator can update the Schedule.

GENERATE A NEW SCHEDULE NUMBER and PRINT SCHEDULE / RECEIPT.

When all updates to this schedule are complete and confirmed, then the operator presses PF8, PF13 or PF14 on the STUDENT SCHEDULE DISPLAY/UPDATE VZ14 screen (T4301p14) to update the Schedule.

The SCHEDULE-NUMBER at the bottom of the screen is a VACS-assigned 6-digit identifier used to link this schedule to the Fee Record. Each time the schedule's fee record is updated a letter is incremented alphabetically by VACS and appended to the pre-existing Schedule Number (progressing from blank, A, B, etc.)

From the STUDENT/SCHEDULE DISPLAY/ADD screen VZ14, Press **PF8** to update the schedule and generate a new Fee Receipt Number, but do not print the Fee Receipt. Press **PF13** or **PF14** key to generate a new schedule number and print it.

After a schedule is completed by the registrar, the student either takes a printed copy to the cashier or will receive one from the cashier after he makes payment. After receiving the student's payment, the cashier stamps the printed schedule with a manual receipt stamp, and then gives one copy to the student and keeps one copy. All student receipts are entered online into both the VACS and Internal Funds systems later that day, as described in the separate "Payment – Financial Processes in VACS" document.

CURRENT VACS FINANCIAL ISSUE IN STUDENT SCHEDULE DISPLAY/UPDATE:

VZ14 - Student/Schedule Display/Add VZ14 screen registers students in a class. Issue: the static limit of schedules per student forces manual adjustments of database to clear out transactions. Has major links to billing/payment. Critical import and OK status

ROLLFEE – In the Fee Rollover process, ROLLFEE, fee schedules are created for the new term to ensure registration fees are correctly calculated. Issue: New major changes are needed for implementation of Block Tuition. Critical import and OK status.

END OF T4301P14 PROCESSES

DISPLAY SCHEDULE BY TERM - The **SCHEDULE INFORMATION BY TERM VZ24** Screen (T4301p24)

T4301p24 is Selection 'H' on the STUDENT INFORMATION APPLICATION MENU VZ02. When a Student ID is entered, the SCHEDULE INFORMATION BY TERM VZ24 Screen displays all combinations of term and school available for this student. The operator selects one combination by entering "S" beside it. T4301p24 transfers control to T4301p14, which shows the STUDENT SCHEDULE DISPLAY/ADD VZ14 screen for this student, term and school.

CURRENT VACS FINANCIAL ISSUE IN SCHEDULE INFORMATION BY TERM:

VZ24 – The Schedule Information by Term screen displays student schedule information by term. No issues noted. Medium import and Good status.

DISPLAY AND UPDATE CATEGORY CODE FEES - The **FEE SCHEDULE VZ32** Screen (T4301p32)

T4301p32 is Selection 'A' on the COURSE INFORMATION APPLICATION MENU VZ03. When Term and Category Code are entered, the FEE SCHEDULE VZ23 Screen displays Costs and Departments associated with this Category Code for this term, and whether a Manual Fee Override is permitted. T4301P32 will move to the server with along with the fee schedule files.

T4301p32 reads and updates the VSAM Fee Schedule by Category File.

On the left side of the screen, for each CATEGORY CODE, it shows Costs:

Per Contact Hour
Additional Per Course - supplemental fees for the course in addition to costs-per-contact-hour
Per Registration - any fee which is added for transactions
Both minimum and maximum charges for a course in this category (which are no longer used per RF)
For Age 65 and Older – No longer used per MC

On the right side of the screen, the Office of Adult/Vocational, Alternative and Community Education can enter fee changes for each of this CATEGORY CODE's Costs.

If an Effective Date is displayed at the top of the screen, then this Category Code has received changes, and the information displayed will become effective on that date.

FEE WAIVER ALLOCATION VZ22 screen (T4301p22) is accessed by selecting **6** from the STUDENT INFORMATION APPLICATION MENU VZ02 screen. Fee Waiver funds are provided to the schools by the District to pay part or all of the class fees for eligible students. The screen's fields include year-to-date allocation and expenditure plus current budget status and how much of the allocation remains. Fee Waiver adjustments (updates) can be made by school administrators with special security authorization.

T4301p22 reads the ISIS School Master File to get the school name and the vocational-school-code.

T4301p22 retrieves and displays information from the VSAM Fee Waiver Allocation File, by County, Fiscal Year and School.

Fee waiver allocations are made yearly, but when the operator has proper security authorization, the FEE WAIVER ALLOCATION VZ22 screen can be used to UPDATE a school's balance on the VSAM Fee Waiver Allocation File.

After the operator enters the fiscal (school) year on the FEE WAIVER ALLOCATION VZ22 screen, the following information is displayed for the selected school:

The Year-to-Date Area shows the yearly allocation:
Authorized Allocation, Expended Funds, Authorized Remaining Funds and % Authorized Allocation Expended

The Current-Status Area reflects the current deposits to the school:
Budgeted Allocation, Expended Funds, Budgeted Remaining Funds and % Budgeted Allocation Expended

The Expended-by-Term Area shows the amount of Fee Waivers expended for the current year to date by term.

CURRENT VACS FINANCIAL ISSUE IN FEE WAIVER ALLOCATION:

VZ222 - The Fee Waiver Allocation process allows management of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on fee waiver allocation. Issue: the online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High importance and Bad status.

D F A P - ALLOCATION VZ38 screen (T4301p38) is accessed by selecting **G** from the STUDENT INFORMATION APPLICATION MENU VZ02 screen. DFAP is the District Financial Aid Program. DFAP allocations are funds provided to the schools to pay part or all of the class fees for eligible students.

T4301p38 reads the ISIS School Master File to get the school name and the vocational-school-code.

T4301p38 reads and displays information from the VSAM DFAP Allocation File, by County, Fiscal Year and School.

DFAP allocations are made yearly, but when the operator has proper security authorization, the D F A P - ALLOCATION VZ38 screen screen can be used to UPDATE the VSAM DFAP Allocation File.

After the operator enters the fiscal (school) year on the DFAP-ALLOCATION VZ38 screen, it displays the following information for the selected school:

The Year-to-Date Area shows the yearly allocation:
Authorized Allocation, Expended Funds, Authorized Remaining Funds and % Authorized Allocation Expended

The Current-Status Area reflects the current deposits to the school:
Budgeted Allocation, Expended Funds, Budgeted Remaining Funds and % Budgeted Allocation Expended

The Expended-by-Term Area shows the amount of DFAP funds expended for the current year to date by term.

CURRENT VACS FINANCIAL ISSUE IN DFAP (District Financial Aid Program):

VZ38 - The District Financial Aid Program allows management of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on DFAP allocation. Issue: The online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High import and Bad status. (Similar to Fee Waiver Allocation above)

T4301p95 AGENCY MENU VZ95

Several organizations (agencies) provide funds for payment of some or all of a student's fees. The Agency Codes process supports management of Agency Codes and the Agency information used in their billing transactions. When specially-identified students register, the fees are billed to the cooperating agency.

This is solely a menu program and accesses no data files.

Control comes from STUDENT INFORMATION APPLICATION MENU VZ02 **(**T4301p02) menu Selection **E.**

The operator indicates on the STUDENT INFORMATION APPLICATION MENU VZ02 whether Student ID Fees will be charged.

The operator selects "1" on the AGENCY MENU to display all agency codes, and selects "2" to display/update agency codes.

T4301p96 AGENCY BILLING CODES VZ96
This screen reads and displays the Agencies' Codes and Names from the VSAM Agency File.

Control comes from AGENCY MENU VZ95 **(**T4301p95) menu Selection **1.**

If the operator enters an Agency Code or the first letter of a code in the "Starting From" field, pressing ENTER will start displaying the VSAM Agency File from that code or letter.

If the operator types nothing in the "Starting From" field, pressing ENTER will start the display from the beginning of the VSAM Agency File.

The operator can press ENTER to page forward one page at a time, or can enter page numbers or numbers of pages to go forward or back.

T4301p97 AGENCY CODES VZ97 and the **AGENCY RECORD VZ97** screens
These two screens work together to support display and update of the Agencies' names, addresses and phone numbers from the VSAM Agency File.

Control comes from AGENCY MENU VZ95 **(**T4301p95) menu Selection **2.**

The AGENCY CODES VZ97 screen will be displayed. The operator enters "V" in "Option Requested" for VIEW access to the AGENCY RECORD VZ97 screen. Schools have only VIEW access. Operators with the necessary security authorization can enter "U" in "Option Requested" for UPDATE access, "A" in "Option Requested" for ADD access, or "I" in "Option Requested" for INACTIVATE/ACTIVATE access.

The AGENCY RECORD VZ97 screen will be displayed. The operator types an Agency Code to see that Agency's name, address, phone number and status.

If the operator has the necessary security authorization, updates can be entered to these fields on the VSAM Agency File.

CURRENT VACS FINANCIAL ISSUE IN AGENCY CODES:

VZ95 - The Agency Codes process allows management of Agency Codes and information for processing of billing transactions.
Issue: It has not been maintained in almost a decade & has hundreds of unused codes. High import and OK status.

AFTER A STUDENT'S SCHEDULE IS COMPLETE:

If fees are not owed,

Then PRINT THE SCHEDULE

Else

PURSUE **PAYMENT**.

THE ISSUES noted on Manny Castaneda's VACS/WDIS Financial processes spreadsheet .
Each of these is noted in either the schedule or payment documents.

@VZ26 Master Schedule - In Creation and viewing of MASTER SCHEDULE (class) records, CI 2 to PF6 VZ26, issues exist with the automatic calculation of course hours based on calendar. (are these the net-hours/contact-hours or the credit hours?) Critical/status ok pg 3-22

@ROLLSCH. In the Master Schedule Rollover, batch ROLLSCH, which processes all current master scheds & creates new versions for the next term so registration can begin, the issue is need for significant manual interaction, Critical import and OK status. Note on Manny's spreadsheet this is marked 'student', though the CICS MS is 'course'.

@VZ32 FEE SCHEDULE. On the FEE SCHEDULE screen (CI A VZ32), which maintains fee schedules for use in automatically calculating course tuition, the issue is that new major changes are needed to for implementation of Block Tuition – untested as of 6/25. Critical import and OK status, 3-34, 134.

@ROLLFEE. In the FEE Rollover process, batch ROLLFEE, fee schedules are created for the new term to ensure fees are correctly calculated for registrations. The Issue is that new Major Changes are needed for implementation of Block Tuition – untested 6/25. Critical import and OK status. Note on Manny's spreadsheet this is marked student not course.

@VZ14 SCHEDULE DISPLAY/UPDATE, SI 4 VZ14, registers students in a class. Issue: the static limit of schedules per student forces manual adjustments of database to clear out transactions. Has major links to billing/payment. Critical import and OK status 5-5 (205), 5-13 (213)

@VZ22 FEE WAIVER ALLOCATION, SI 6 VZ22, allows mgmt of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on fee waiver allocation. Issue: the online screen is ok, but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High importance and Bad status. (5-48, 5-50,5-51,5-53,5-59 similar to DFAP below)

@VZ95 AGENCY CODES, SI E VZ95, allows mgmt of Agency Codes and information for processing of billing transactions. Issue: It has not been maintained in almost a decade & has hundreds of unused codes. High import and OK status. 5-53,5-59

@VZ38 DFAP (District Financial Aid Program), SI G VZ38, allows mngmt of internal financial aid (scholarship) by assigning each school an allocation which is automatically adjusted based on DFAP allocation. Issue: The online screen is ok,

but the batch process fails at handling financial transactions properly. Allocations are often out of balance and require a manual reset. High import and Bad status. (5-71. Similar to Fee Waiver Allocation above)

@VZ01 Agency Billing, PI. ((Chapter 5 VZ17 is the Waivers/Agency Billing screen where bill amount and agency code are entered. Chapter 9 VZ41 is the Update Student Fee screen which shows the Agency Bill amount and the Agency Paid Amount. Chapter 9 VZ49 is DISPLAY AGENCY/BILLINGS/PAID. Note VZ01 (the VACS main menu) is shown as the ID#.))

Process to handle billing to agencies, processing of payments, posting payments back down to class level (manual) and generation of accounts receivables reports. Issue: Constant transactions in system and errors from users cause billing balances to be incorrect - significant receivables carried because of user apathy and significant manual process. Critical import and Bad status.

@VZ24 Schedule Information by Term (Selection H from Student Info App Menu.) (4-39 176 refers to it but no picture)

Screen displays student schedule information by term. No issues noted. Medium import and Good status.

@VZ40 Student Fee Record ((Chapter 9 VZ40 is the DISPLAY STUDENT FEE RECORD SCREEN. Chapter 9 VZ41 is the Update Student Fee Record screen so it might be more relevant as an ID# for this issue.))

Screen displays student fee record associated with master scheduled. Process involves generation of fees automatically based on fee schedule, registration, date, course fees. Payment processing automatically posts transactions back to class level. Issue: System has been defective for over 15 years - constant manual attention =needed as multiple registration events and withdrawals constantly throw system off balance. Critical import and Bad status.

@VZ45 Post Non-Registration Receipts

Allows posting of non-tuition related receipt. 9-38 Issue: Has not been touched in a decade. Low import and OK stat.

@VZ48 Daily total Receipts

Aggregates daily payments into format which can be used for manual posting into accounting system. No automation with accounting system. Critical import and OK status.

@VC29 SAVES A file named SavesPerformanceData.txt is produced in the initial WDIS (Workforce Development Info System) reporting cycle. SAVES is also a District-level grant report that Data Systems pulls from WDIS Data Warehouse. (12-2 and 12-6 452)

Provides for entry of grant specific information for high stakes grant. Issue is: Web app in development to hopefully deprecate this screen. High import and OK status.

@STFIN Financial Assistance Coding

This is part of the State Reporting process, so is not reflected in the User's Guide except for a list of codes in Appendix 10. Codes financial assistance received from source system. Issue: No interface with feds - manual coding is not tenable for any modern financial aid system. High import and Bad status.