Posting Non-Tuition Charges

Tuition calculation typically happens in a batch process but may need to be completed on an individual basis.

For Individual Students

Post the Charge

- Access iSIS using your User ID and Password at http://go.tufts.edu/isis.
- The iSIS Home Page will appear.
- Access the Student Post page
  - Navigation: *Student Financials > Charges and Payments > Post Student Transaction*
- Enter data as follows:
  - Business Unit – Ensure this field reflects, "TUFTS."
  - ID - Enter the student's ID.
    - You may also search for the student using the Last Name and First Name fields.
  - Account Type – Enter STU for Student Account.
  - Item Type – Use the search feature to select the item type for the fee you wish to charge to the student. Note that the item types available to you will appear based on your security.
  - Click Add.
- The Student Post page will appear. Enter data as follows.
  - Amount – Enter the dollar amount of the fee.
  - Term – Enter the Term Code for the term the charge applies to. If you do not know the Term Code, use the search feature to select it.
  - Reference Number (optional) – Enter a reference number for the charge. For manual entries, enter your initials.
  - Item Effective Date – Field defaults to today's date. Make changes as necessary.
  - Due Date – Enter the due date for the charge in the mm/dd/yyyy format. Note that due dates are assigned per the Billing job.
  - Click Post.
  - The fields will become inactive (and gray) once the charge has posted successfully.

For a Group of Students

Create the Group of Students

- Access the Group Data Entry page
  - Navigation: *Student Financials > Charges and Payments > Group Processing > Create Group Data Entries*.
- Click the Add a New Value tab.
  - Business Unit – Ensure this field reflects, "TUFTS."
  - Group ID – This field will default to "NEXT" – do not change.
- Click Add.
- The Group Entry page will appear. Enter data as follows:
  - *Group Type – Using the drop-down menu, select the appropriate group type for the charge you are applying
  - *Origin ID – Use the search feature to select the origin for this group.
- Click the Group Line Entry tab at the top of the page.
- Enter data as follows:
  - ID – Enter the first student's ID, or use the search feature to select it. After entering the student's ID, the student's balance will automatically appear below the ID field.
  - Account Type – Enter "STU" for Student Account.

- Item Type - In iSIS, Item Types identify the type of charge or payment. Use the search feature to select the Item Type.
  - Note: Item Types are identified by a 12-digit number. The last 6 digits are the same as the 5-digit SIS subcodes, followed by a zero.
- Amount – Enter the dollar amount of the charge.
- Term – Enter the Term Code for the term the charge applies to. If you do not know the Term Code, use the search feature to select it.
- Ref Nbr – As necessary, enter a reference number for this group post in accordance with your business process. For example, enter your initials, or other pertinent reference information.

- Click the plus sign icon to add a new row.
- In ID field in the new row, enter the ID of the next student in your group.
- The remaining fields will automatically populate. Review the prepopulated fields for accuracy, as this information may need to be changed depending on the charge and item type.
- Continue to add rows and enter IDs until you have completed your group.
- Click Save.

Post the Charge

- Access the Post Transactions page
  - Navigation: Student Financials > Charges and Payments > Group Processing > Post Transactions
- Click the Add a New Value tab. Enter data as follows:
  - Run Control ID - Enter a Run Control ID. This value uniquely identifies the process you will run and is tied to your username. The field is free-form but cannot contain spaces.
- Click Add.
- The Post Transactions page will appear. Enter data as follows:
  - Business Unit – Ensure this field reflects, “TUFTS.”
  - Group Type – Use the search feature to select the appropriate group type for the charge you are applying.
  - Starting Group ID – Use the search feature to select the Group ID of the group you created above. You can identify the Group ID by your User ID and the Entry Date.
- Click Run.
- The Process Scheduler Request page will appear.
- Select the checkbox next to Group Posting Process line item.
- Click OK.
- The Post Transactions page will reappear.
- To monitor the process, click the Process Monitor link at the top of the page.
  - When the Run Status column reads, “Success,” the charges have been successfully posted.