



File Name	Assigning Existing Payment Plan to Student Account.doc
Version	8.9
Date Modified	7/14/2008
Last Changed by	ASDS
Status	FINAL

Assigning Existing Payment Plan to Student Account

Concept

Payment plans enable students to pay their education expenses over a period of time rather than in one lump sum. Students are 'assigned' to their chosen payment plan.

Once a student is assigned to a payment plan, defined charges, such as tuition and enrollment fees, are satisfied and their totals brought to zero by a 'Transfer to Payment Plan' line item. The total of all selected charges are then allocated among the number of installments dictated by the payment plan selected. A payment plan fee is also added to the student's account balance, payable along with the 1st installment.

Three types of payment plan types are available in Student Financials.

The first type of plan is called a 'calculated' plan type and its distinction is that changes in enrollment will automatically recalculate the individual installment amounts. This type of payment plan is best suited for students that have aid or external resources already posted to their account at the time of assignment and the only changes to their account balance would be the result of changes to enrollment.

A lump sum payment plan type allows staff to input the amount that will be distributed among installments. If aid or external resources has not yet been applied to a student's account, a manual calculation of total charges less expected resources will derive the amount that can be entered and used to assign a student to a lump sum payment arrangement.

An existing payment plan type allows the user to manually select the charges that should be captured within the installment calculations. Like the calculated payment plan type, adjustments to the student charges can affect this payment plan.

Students wishing to enroll in a payment plan by making their first payment should be assigned to the payment plan first, before a cashier records their 1st payment. This will ensure that the payment will actually satisfy the 1st payment plan installment that is due. Otherwise, when payment is made prior to assignment, the overall account balance is decreased by the payment amount before the installment amounts are generated—leaving the 1st (smaller) payment still due.

This Topic covers how to assign an Existing Payment Plan.

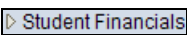
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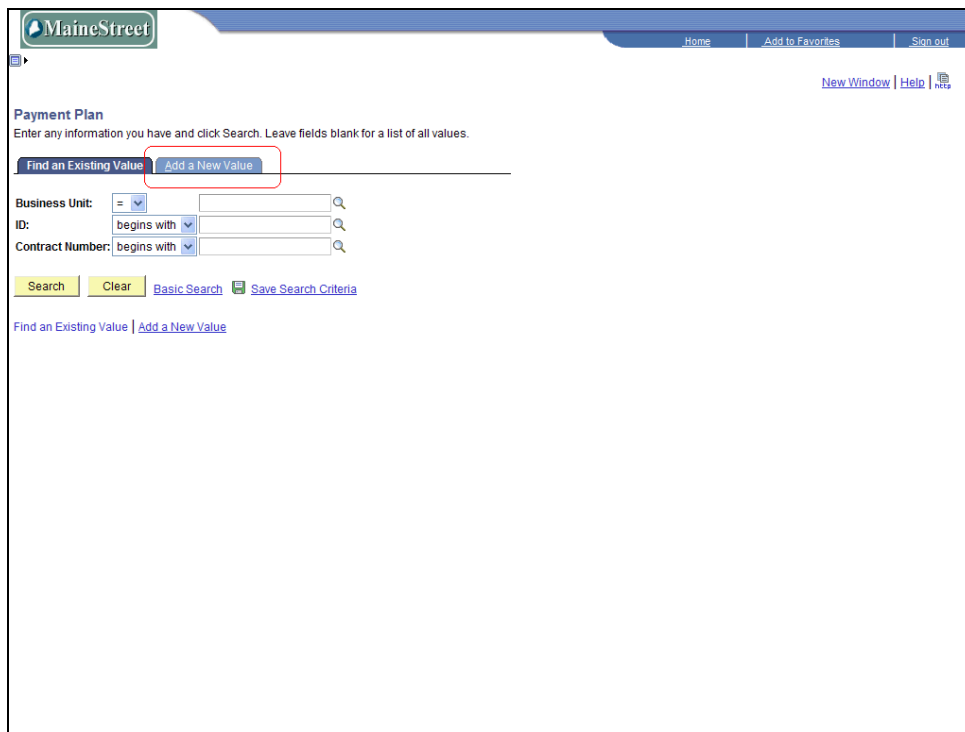
Navigation



Step	Action
1.	From the Campus Solutions menu, click the Student Financials link. 
2.	Click the Payment Plans link.
3.	Click the Assign Payment Plan link.



Procedure


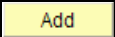


Step	Action
4.	On the Payment Plan page, click the <i>Add a New Value</i> tab. Add a New Value

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Step	Action
5.	If your Business Unit does not appear by default, look up and select or enter the appropriate Business Unit .
6.	Enter the student's MaineStreet ID in the ID field. Note: If the student's MaineStreet ID is unavailable, use the look up icon to retrieve the ID by searching using other fields.
7.	In the Contract Number field, look up and select the appropriate payment plan. Click the Look up Contract Number icon. 
8.	On the Look Up Contract Number page, since you are assigning an Existing payment plan, click on EXIST to select it.
9.	Click the Add button. 



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Business Unit: UMS01 Contract Number: 0910_4_EXIST
ID: 0099999 Student, Jane Plan Type: Existing
Maximum Amount: [] USD Lump Sum Amount: [] USD
Item Type Group: [] Offset Item Type Group: []

Term	Charge Date	Anticipated Aid Term/Date
From: []	Add: []	From: []
To: []	Adjust: []	To: []

Offset Term Charge Offset Date

From: []	Add: []	Anticipated Aid Date: []
To: []	Adjust: []	

Calculate Real Time

Save Notify Refresh Add Update/Display

Step	Action
10.	On the Payment Plan 1 page, click the <i>Calculate Real Time</i> checkbox. <input type="checkbox"/> Calculate Real Time
11.	Click the Payment Plan 2 tab. Payment Plan 2

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Payment Plan 1 | **Payment Plan 2** | Payment Distribution

Business Unit: UMS01 Contract Number: 0910_4_EXIST

ID: 0099999 Student, Jane Plan Type: Existing

First Bill Date: 08/01/2008

Billing Cycle: Monthly

Payments: 4 Pay Plan Type: Credit Original Account Display Error/Warning

Amount: 0.00 USD Account Type: PPL

Reference Number: Due after Days: 14 Waive Fee

Adjustment Option: Adjust First Bill

Status: Active

Plan Type

Payroll Deduction: Item Type: 000000407015 4 Payment Plan Installment Due
Pay Item Type: 000005000005 Transfer to Payment Plan Optn

Account Number	Item Term	Item Type	Item Amount	Balance	Reverse
<input type="checkbox"/> ENRFEE001	2008 Fall	Student Activity Fee - T	21.00	21.00 USD	
<input type="checkbox"/> ENRFEE001	2008 Fall	Veterinary Tech Course Fee - B	125.00	125.00	

[Payment Plan 1](#) | [Payment Plan 2](#) | [Payment Distribution](#)

Step	Action
12.	<p>On the Payment Plan 2 page, place a checkmark adjacent to the charges that should be captured within the installment calculations.</p> <p>Note: click on View All to make certain you are viewing all eligible charges.</p>



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The screenshot shows the 'Payment Plan 2' configuration page in the MaineStreet system. The page includes a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below the navigation bar, there are tabs for 'Payment Plan 1', 'Payment Plan 2', and 'Payment Distribution'. The 'Payment Plan 2' tab is active.

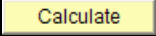

Key fields and values on the page include:

- Business Unit: UMS01
- ID: 0099999 Student, Jane
- First Bill Date: 08/01/2008
- Payments: 4
- Amount: 0.00 USD
- Reference Number: (empty)
- Adjustment Option: Adjust First Bill
- Status: Active
- Contract Number: 0910_4_EXIST
- Plan Type: Existing
- Billing Cycle: Monthly
- Pay Plan Type: Credit Original Account Display Error/Warning
- Account Type: PPL
- Due after Days: 14
- Waive Fee:
- Item Type: 000000407015 4 Payment Plan Installment Due
- Pay Item Type: 000005000005 Transfer to Payment Plan Optn

A table below the form displays the following data:

Account Number	Item Term	Item Type	Item Amount	Balance	Reverse
<input checked="" type="checkbox"/> ENRFEE001	2008 Fall	Student Activity Fee - T	21.00	21.00 USD	
<input checked="" type="checkbox"/> ENRFEE001	2008 Fall	Veterinary Tech Course Fee - B	125.00	125.00	

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Calculate' button is highlighted with a red box in the original image.

Step	Action
13.	Click the Calculate button. 
14.	Click the Payment Distribution tab. 

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Payment Plan 1 | **Payment Plan 2** | Payment Distribution

Business Unit: UMS01 Contract Number: 0910_4_EXIST
 ID: 0099999 Student, Jane

Find | View All First | 1-5 of 5 | Last

Billing Date	Due Date	Item Amount	Item Type	Posted	Applied
08/01/2008	08/15/2008	<input type="text" value="25.00"/> USD	4 Payment Plan Installment Due	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2008	08/15/2008	<input type="text" value="30.00"/>	Payment Plan Option Fee	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2008	09/15/2008	<input type="text" value="25.00"/>	4 Payment Plan Installment Due	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2008	10/15/2008	<input type="text" value="25.00"/>	4 Payment Plan Installment Due	<input type="checkbox"/>	<input type="checkbox"/>
11/01/2008	11/15/2008	<input type="text" value="25.00"/>	4 Payment Plan Installment Due	<input type="checkbox"/>	<input type="checkbox"/>

[Payment Plan 1](#) | [Payment Plan 2](#) | [Payment Distribution](#)

Step	Action
15.	<p>On the Payment Distribution page, you can review and adjust, if necessary, the installment amounts.</p> <p>Click the Payment Plan 2 tab.</p> <p>Payment Plan 2</p>



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Business Unit: UMS01 Contract Number: 0910_4_CALC
ID: 0099999 Student, Jane Plan Type: Calculated
First Bill Date: 08/01/2008 Billing Cycle: Monthly **Post**
Payments: 4 Pay Plan Type: Credit Original Account Display Error/Warning
Amount: 0.00 USD Account Type: PPL
Reference Number: Due after Days: 14 Waive Fee
Adjustment Option: Adjust Equally Item Type: 000000407015 4 Payment Plan Installment Due
Status: Active Pay Item Type: 000005000005 Transfer to Payment Plan Optn
Plan Type
Payroll Deduction:

Account Number	Item Term	Item Type	Item Amount	Balance	Reverse
ENRFEE001	2008 Fall	Student Activity Fee - T	21.00	21.00 USD	
ENRFEE001	2008 Fall	Veterinary Tech Course Fee - B	125.00	125.00	

Save Notify Refresh Add Update/Display

Step	Action
16.	<p>On the Payment Plan 2 page, click the Post button to post each of the scheduled payments and plan fees to the student's account.</p> <p>Click the Post button.</p> <p>Post</p>

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Payment Plan 1 | **Payment Plan 2** | Payment Distribution

Business Unit: UMS01 Contract Number: 0910_4_CALC

ID: 0099999 Student, Jane Plan Type: Calculated

First Bill Date: 08/01/2008 Billing Cycle: Monthly

Payments: 4 Pay Plan Type: Credit Original Account Display Error/Warning

Amount: 706.50 USD Account Type: PPL

Reference Number: Due after Days: 14 Waive Fee

Adjustment Option: Adjust Equally Status: Active

Plan Type

Payroll Deduction: Item Type: 000000407015 4 Payment Plan Installment Due

Pay Item Type: 000005000005 Transfer to Payment Plan Optn

Account Number	Item Term	Item Type	Item Amount	Balance	Reverse
			0.00	0.00	USD

Find | View All | First | 1 of 1 | Last

[Payment Plan 1](#) | [Payment Plan 2](#) | [Payment Distribution](#)

Step	Action
17.	End of Procedure.