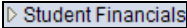

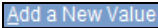
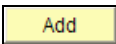


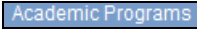
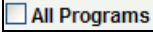
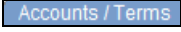
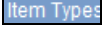

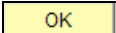

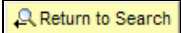


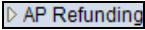
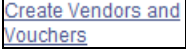
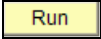
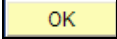

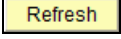

Processing Batch Student Refunds in SF

1.	Click the Student Financials link. 
2.	Click the Refunds link. 
3.	Click the Process Batch Refunds link.
4.	Click the Create Refunds link.
5.	<p>Before you run the batch refund process you must create a Run Control ID. A <i>Run Control ID</i> is an identifier that, when paired with your <i>User ID</i>, uniquely identifies the process you are running.</p> <p>The <i>Run Control ID</i> allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.</p> <p>On the Create Refunds page, click the Add a New Value tab. </p>
6.	On the Add a New Value page, enter a name for the Run Control ID . Creating a Run Control ID name that is relevant to the process may help you remember it for future use. By creating your own Run Control ID, you can save it and all of the assigned parameters so that you can easily access this report again in the future.
7.	Click the Add button. 
8.	In the Business Unit field, enter or lookup and select the appropriate Business Unit.
9.	In the Run Option 1 field, click on the drop-down arrow.
10.	For student refunds, click on the appropriate option to select it.
11.	Click on the drop-down arrow in the Run Option 2 field.
12.	Click on Both Financial Aid and Non FA (or whichever option is most appropriate) to select it.
13.	Click the Look up icon in the Refund Item Type field. 
14.	Click on the appropriate Item Type for your campus to select it.

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15.	Click the Look up Address Usage icon. 
16.	Click on the appropriate Address Usage to select it.
17.	If you wish to review the refunds prior to processing, check the Report Only checkbox. <i>Note: If you check the Report Only box, the report will run, but the process will not. You will need to run the batch process after running the report.</i>
18.	Click the Academic Programs tab. 
19.	On the Academic Programs page, place a checkmark in the All Programs box. 
20.	Click the Accounts / Terms tab. 
21.	On the Accounts/Terms page, place a checkmark in the All Accounts and All Terms checkboxes. When finished, click the Item Types tab. 
22.	On the Item Types page, you can check the All Item Types box or click on the look up icon in the Item Type From field to select a specific Item Type.
23.	On the Look Up Item Type From page, scroll down and click on the appropriate Item Type to select it.
24.	Click on Run . 
25.	On the Process Scheduler Request page, click on the drop-down arrow in the Server Name field and select PSUNX .
26.	Click the OK button. 
27.	After you run the process, click the Check Batch Refunds link to access the Review Batch Refund page and view the refunds. <i>Note: clicking this link will open a new browser window.</i>
28.	After reviewing the refunds, you can close this browser window.
29.	You can also click the Batch Refunds Messages link to access the Review Batch Messages page and view any warnings or errors that the system encountered during the process. <i>Note: clicking this link will open a new browser window.</i> 
30.	After reviewing the page, you can close this browser window. 

31.	<p>Next, you must message the batch refund to Financials Accounts Payable.</p> <p>From the Campus Solutions menu, click the AP Refunding link.</p> <p></p>
32.	<p>Click the Create Vendors and Vouchers link.</p> <p></p>
33.	<p>If you have not run this process before, you will need to set the Business Unit and verify that the correct Run Option is selected.</p> <p>Click the Run button.</p> <p></p>
34.	<p>Click the OK button.</p> <p></p>
35.	<p>On the Create Vendors and Vouchers page, note the Process Instance number and click the Process Monitor link to open the Process List page.</p> <p></p>
36.	<p>On the Process List page, locate your process in the listing.</p> <p>Click the Refresh button until the Distribution Status for your process shows <i>Posted</i>.</p> <p></p>
37.	<p>After the Distribution Status shows as "Posted," click the Go back to Vendors and Vouchers link.</p> <p></p>
38.	<p>You have now completed the batch student refund process in Campus Solutions/Student Financials. The next step is to access the Financials database and finish the process in Accounts Payable.</p> <p>Note: Please refer to the Processing Student Refunds in AP UPK topic for information.</p>
39.	<p>End of Procedure.</p>

