



<b>Version</b>	9.0
<b>Document Generation Date</b>	4/9/2009
<b>Last Changed by</b>	System Office
<b>Status</b>	Final

## Processing Student Refunds in AP

### Concept

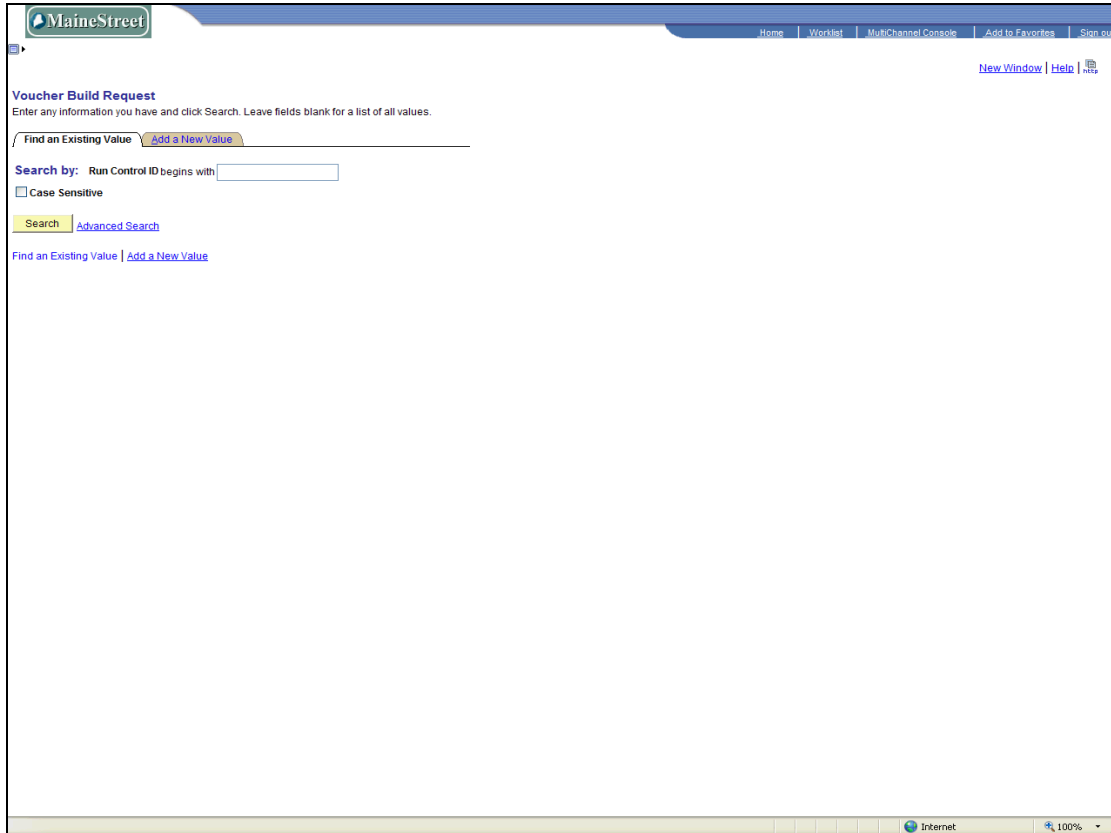
This process is used by users who process student refunds in MaineStreet. The process is run from the MaineStreet Financials (Accounts Payable) system to take data messaged from the MaineStreet Campus Solutions (Student Financials) system and create accounts payable vouchers for student refunds. The student refund vouchers will get selected to get paid on the next scheduled pay cycle.

### Navigation

Step	Action
1.	From the Financials menu, click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
2.	Click the <b>Batch Processes</b> link. <a href="#">Batch Processes</a>
3.	Click the <b>Vouchers</b> link. <a href="#">Vouchers</a>
4.	Click the <b>Voucher Build</b> link. <a href="#">Voucher Build</a>



## Process

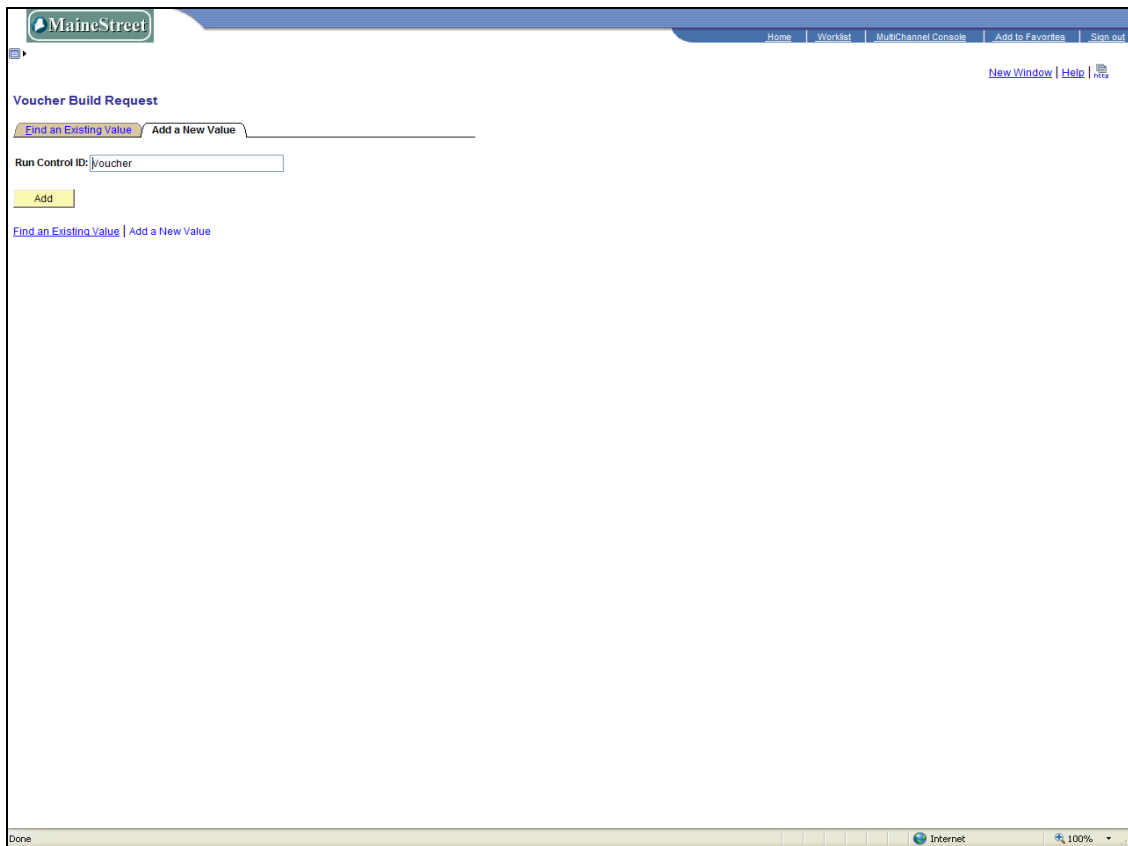


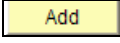
Step	Action
5.	On the <b>Voucher Build Request</b> page, if you don't have an already existing Run Control for this process, click the <i>Add a New Value</i> tab. <a href="#">Add a New Value</a>



# Process Document

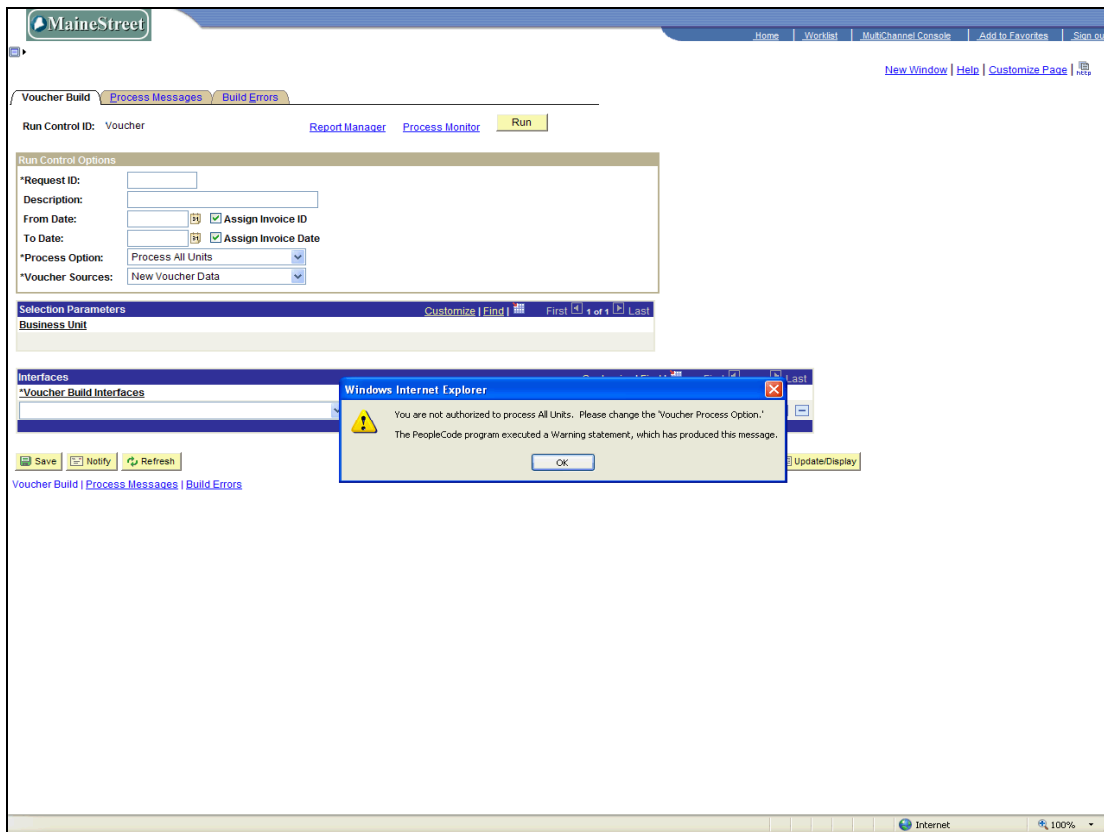
## Topics for Bursars: Processing Student Refunds in AP




Step	Action
6.	After entering a <i>Run Control ID</i> , click the  button to open the <b>Voucher Build</b> page.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



Step	Action
7.	<p>The first time you access the <b>Voucher Build</b> page, the "You are not authorized to process All Units..." message will display. This is because...by default..."Process All Units" enters in the <b>Process Option</b> field on the page. When setting up the Run Control, you should change this setting to "Business Unit." This is because you only have security to process Vouchers for your Business Unit.</p> <p>Click the  button to close the message.</p>



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the 'Voucher Build' interface in the MaineStreet system. The 'Run Control ID' is set to 'Voucher'. The 'Run Control Options' section contains several fields: '\*Request ID:' (circled in red), 'Description:', 'From Date:', 'To Date:', '\*Process Option:' (set to 'Process All Units'), and '\*Voucher Sources:' (set to 'New Voucher Data'). There are also checkboxes for 'Assign Invoice ID' and 'Assign Invoice Date'. Below this is the 'Selection Parameters' section with a 'Business Unit' field. The 'Interfaces' section shows a table with columns for 'Voucher Build Interfaces', '\*Contract Voucher Action', and 'Publish Voucher Messages'. The table contains one row with 'Build Voucher' selected. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
8.	On the <b>Voucher Build</b> page, enter a number in the <i>Request ID</i> field that will help you identify the request.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



The screenshot shows the 'MaineStreet' application interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. The 'Run Control ID' is set to 'Voucher', with links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Run Control Options' section contains several fields: 'Request ID' (empty), 'Description' (empty), 'From Date' (empty), 'To Date' (empty), '\*Process Option' (set to 'Process All Units'), and '\*Voucher Sources' (set to 'New Voucher Data'). There are also checkboxes for 'Assign Invoice ID' and 'Assign Invoice Date'. Below this is the 'Selection Parameters' section with a 'Business Unit' field. The 'Interfaces' section shows '\*Voucher Build Interfaces' with a dropdown set to 'Build Voucher' and '\*Contract Voucher Action' with a dropdown set to 'Publish Voucher Messages'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
9.	In the <i>Description</i> field, enter text that describes the request (e.g. Student Refund) you entered.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the 'Build Errors' tab in the software. At the top, there are navigation links for 'Home', 'Worklist', and 'MultiChannel Console'. Below that, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. The 'Run Control ID' is set to 'rts'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Control Options' section contains the following fields:

- \*Request ID: [Text Box]
- Description: [Text Box]
- From Date: [Date Picker]  Assign Invoice ID
- To Date: [Date Picker]  Assign Invoice Date
- \*Process Option: [Dropdown Menu] (Process All Units)
- \*Voucher Sources: [Dropdown Menu] (New Voucher Data)

Below this is the 'Selection Parameters' section with a 'Business Unit' field. The 'Interfaces' section shows a table with columns for 'Voucher Build Interfaces', '\*Contract Voucher Action', and 'Publish Voucher Messages'. The table contains one row with 'Build Voucher' in the second column and a checkbox in the third column. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom left reads 'Voucher Build | Process Messages | Build Errors'.

Step	Action
10.	You have the option to specify the <i>From Date</i> and the <i>To Date</i> for the process, but it is recommended that you leave these fields blank.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Voucher Build | Process Messages | Build Errors

Run Control ID: Voucher      Report Manager    Process Monitor    Run

Run Control Options

\*Request ID: 1

Description: Student Refund

From Date: 04/06/2009  Assign Invoice ID

To Date:  Assign Invoice Date

\*Process Option: Process All Units

\*Voucher Sources: New Voucher Data

Selection Parameters      Customize | Find |      First | 1 of 1 | Last

Business Unit

Interfaces      Customize | Find |      First | 4 of 1 | Last

\*Voucher Build Interfaces      \*Contract Voucher Action      Publish Voucher Messages

Build Voucher     

Save    Notify    Refresh      Add    Update/Display

Voucher Build | Process Messages | Build Errors

Internet      100%

Step	Action
11.	In the <i>To Date</i> field, enter or look up and select the appropriate To Date for the process.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the 'Voucher Build' interface in the MaineStreet system. The 'Run Control Options' section is highlighted with a red circle, indicating the 'Process Option' field. The 'Process Option' is currently set to 'Process All Units'. Other fields in this section include 'Request ID' (1), 'Description' (Student Refund), 'From Date' (04/06/2009), 'To Date' (04/08/2009), and 'Voucher Sources' (New Voucher Data). The 'Selection Parameters' section shows 'Business Unit' and the 'Interfaces' section shows 'Build Voucher' selected. The interface includes navigation buttons like 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
12.	In the <i>Process Option</i> field, click on the drop-down arrow.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

**Voucher Build** | [Process Messages](#) | [Build Errors](#)

Run Control ID: Voucher      [Report Manager](#)    [Process Monitor](#)    [Run](#)

**Run Control Options**

\*Request ID:

Description:

From Date:   Assign Invoice ID

To Date:   Assign Invoice Date

\*Process Option:

\*Voucher Sources:

**Selection Parameters**

Business Unit:

Process Contract  
 Process Group  
 Process Origin  
 Process Vendor  
 Process Voucher

[Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

**Interfaces**

\*Contract Voucher Action      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Voucher Build Interfaces      [Publish Voucher Messages](#)

[Save](#)    [Notify](#)    [Refresh](#)

[Add](#)    [Update/Display](#)

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

Internet      100%

Step	Action
13.	From the drop-down list, click on <b>Business Unit</b> to select it.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot displays the 'Voucher Build' interface in the MaineStreet system. The 'Run Control ID' is set to 'Voucher'. The 'Run Control Options' section includes the following details:

- \*Request ID: 1
- Description: Student Refund
- From Date: 04/06/2009
- To Date: 04/08/2009
- \*Process Option: Business Unit
- \*Voucher Sources: New Voucher Data

Additional options include 'Assign Invoice ID' and 'Assign Invoice Date' checkboxes. The 'Selection Parameters' section shows 'Business Unit' as 'UMS06'. The 'Interfaces' section shows 'Publish Voucher Messages'. Control buttons at the bottom include 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
14.	<p>After selecting "Business Unit" for the <i>Process Option</i>, notice that your Business Unit enters by default in the <b>Selection Parameters</b> section.</p> <p>Next, in the <b>Interfaces</b> section, click on the drop-down arrow in the <i>Voucher Build Interfaces</i> field.</p>

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



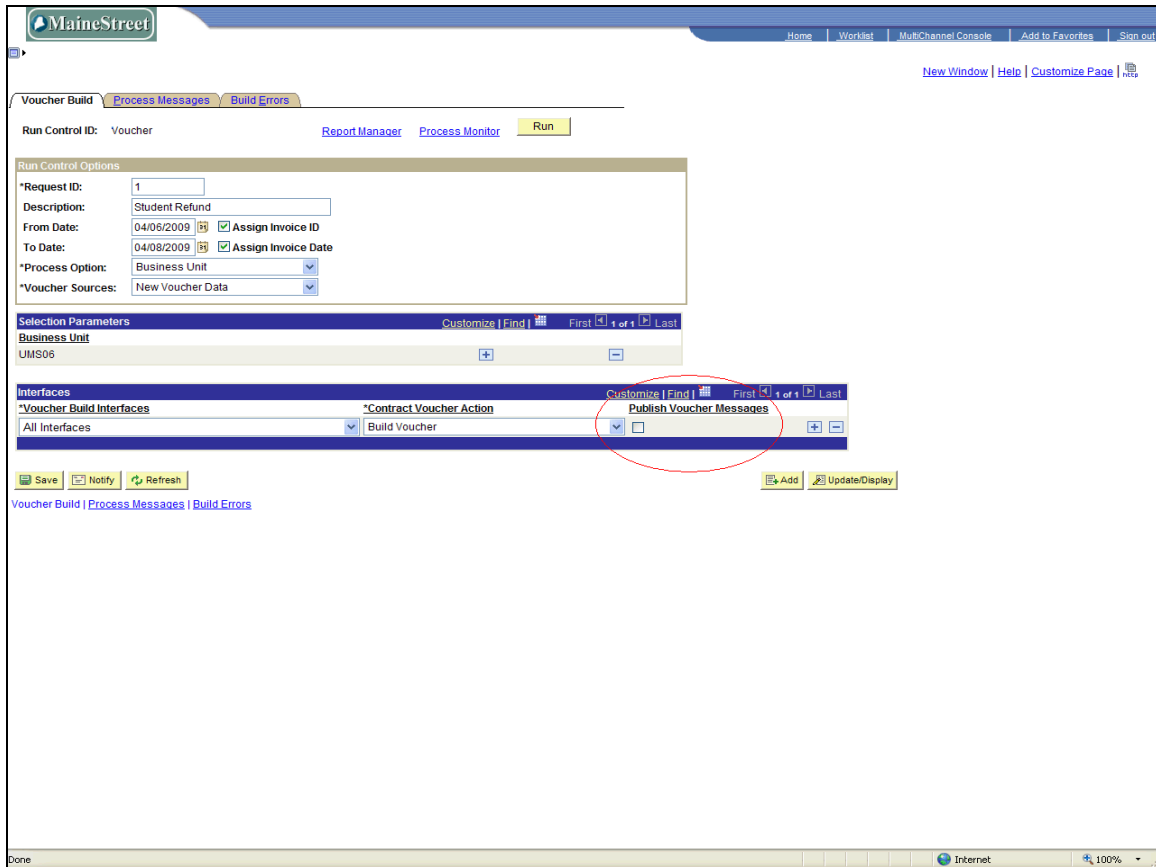
The screenshot shows the 'Voucher Build' process in the MaineStreet system. The 'Run Control Options' section includes fields for 'Request ID' (1), 'Description' (Student Refund), 'From Date' (04/06/2009), 'To Date' (04/08/2009), 'Process Option' (Business Unit), and 'Voucher Sources' (New Voucher Data). The 'Selection Parameters' section shows 'Business Unit' as 'UMS05'. The 'Interfaces' section is open, displaying a list of interface options, with 'All Interfaces' selected.

Step	Action
15.	Click on <b>All Interfaces</b> to select it.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP



Step	Action
16.	Click the <b>Publish Voucher Messages</b> checkbox to select it. <input type="checkbox"/>

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

**Voucher Build** | [Process Messages](#) | [Build Errors](#)

Run Control ID: Voucher      [Report Manager](#)    [Process Monitor](#)    **Run**

**Run Control Options**

\*Request ID:   
 Description:   
 From Date:   Assign Invoice ID  
 To Date:   Assign Invoice Date  
 \*Process Option:   
 \*Voucher Sources:

**Selection Parameters**      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Business Unit  
 UMS06         

**Interfaces**      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Voucher Build Interfaces      \*Contract Voucher Action      Publish Voucher Messages

All Interfaces      Build Voucher               

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

Done      Internet      100%

Step	Action
17.	Click the <input type="button" value="Run"/> button.



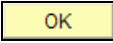
# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the 'Process Scheduler Request' page in the MaineStreet system. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, the page title 'Process Scheduler Request' is displayed. The main content area includes a form with the following fields: User ID (0099999), Run Control ID (Voucher), Server Name (dropdown), Run Date (04/09/2009), Recurrence (dropdown), Run Time (9:16:47AM), and Time Zone (dropdown). A 'Reset to Current Date/Time' button is located next to the Run Time field. Below the form is a table titled 'Process List' with columns for Select, Description, Process Name, Process Type, \*Type, \*Format, and Distribution. The table contains one row: 

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT	Distribution

 At the bottom of the form area, there are three buttons: OK, Cancel, and Refresh. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Step	Action
18.	On the <b>Process Scheduler Request</b> page, make certain that <b>Voucher Build</b> is selected and click the  button.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



Step	Action
19.	Back on the <b>Voucher Build</b> page, note the <b>Process Instance</b> and click the <b><u>Process Monitor</u></b> link.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the 'Process List' page in the MaineStreet application. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a search form for process requests with fields for 'User ID', 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below the search form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4841		Application Engine	AP_VCHRBLD	0020625	04/08/2009 9:16:47AM EDT	Queued	N/A	<a href="#">Details</a>

Below the table, there are links for 'Go back to Voucher Build Request', 'Save', and 'Notify'. The page footer shows 'Done' and 'Internet 100%'.

Step	Action
20.	On the <b>Process List</b> page, click the <b>Refresh</b> button until <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> in <i>Posted</i> .

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Process List [Server List](#)

View Process Request For

User ID: 0099999 Type: [ ] Last: 1 Days Refresh

Server: [ ] Name: [ ] Instance: [ ] to [ ]

Run [ ] Distribution Status: [ ] Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4841		Application Engine	AP_VCHRBLD	0020625	04/08/2009 9:16:47AM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Voucher Build Request](#)

Save Notify

Process List | [Server List](#)

Done Internet 100%

Step	Action
21.	Click the <a href="#">Go back to Voucher Build Request</a> link.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

The screenshot shows the MaineStreet software interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors', with 'Build Errors' being the active tab. The 'Run Control ID' is set to 'Voucher'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Control Options' section includes fields for 'Request ID' (1), 'Description' (Student Refund), 'From Date' (04/06/2009), 'To Date' (04/08/2009), 'Process Option' (Business Unit), and 'Voucher Sources' (New Voucher Data). There are checkboxes for 'Assign Invoice ID' and 'Assign Invoice Date'. Below this is the 'Selection Parameters' section with 'Business Unit' set to 'UMS06'. The 'Interfaces' section shows 'Voucher Build Interfaces' and 'Contract Voucher Action' with 'Publish Voucher Messages' checked. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
22.	Click the <b>Build Errors</b> tab to check for process errors.

# Process Document

## Topics for Bursars: Processing Student Refunds in AP



Step	Action
23.	Click the <a href="#">Process Messages</a> tab to check process messages.



# Process Document

## Topics for Bursars: Processing Student Refunds in AP

**MaineStreet** Home | Worklist | MyChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

**Voucher Build** | **Process Messages** | Build Errors

User ID: 0099999 Run Control ID: Voucher  
Request ID: 1 Description: Student Refund

Request Status  
Successfully Completed Edit Errors Logged Instance: 4841 Refresh Log

Time	Severity	Message
09.17.33	10	Beginning Batch Voucher Build/Pre-Edit
09.17.57	10	New vouchers to be processed = 1
09.18.09	10	Beginning Voucher Header Defaults and Editing
09.18.54	10	Invoice Line Default Processing Started.
09.19.04	10	Beginning Voucher Distribution Defaulting.
09.19.14	10	Applying Voucher Payment Defaults.
09.19.34	10	Processing Miscellaneous Voucher Records.
09.19.44	10	DEFAULT processing completed
09.19.45	10	EDIT processing started
09.22.37	10	EDIT processing completed

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

Done Internet 100%

Step	Action
24.	<b>End of Procedure.</b>