Business Process Procedures

12.25 USING THE STUDENT POST PAGE (FORMERLY QUICK POST)

Overview   This document outlines the appropriate use of the Student Post page, formerly the Quick Post page.

Key Points   VCCS Internal Audit has taken a number of steps to ensure that transactions posted on this page are valid and appropriate.

Discussion   These are examples of transactions that <u>should</u> be posted through the Student Post page:

1. Dishonored payment service charges.
2. Fees (testing and other class fees) that are only posted to certain students in a class. (Fees that apply to ALL students in a class must be handled with a Class Fee.)
3. Some WFD contract fees.
4. Reversals of web payments (for NCSS use only).
5. Collection fees.
6. Account adjustments that have been approved by NCSS.

These are examples of transactions that should <u>NEVER</u> be posted through the Student Post page:

1. All charges posted to credit tuition and fee item types.
   Tuition and fees must be calculated through the Tuition Calculation page.
2. All charges post to CE/WFD tuition item types.
3. All transactions posted to refund item types.
4. All transactions posted to payment item types.

Important   If tuition is calculating at a rate other than what the student or operator expects, it is vital that the operator take steps to solve the underlying problem rather than posting an adjustment to the student's account.

If the operator is unable to determine the source of the problem causing the tuition calculation error, then he/she must contact NCSS for assistance.
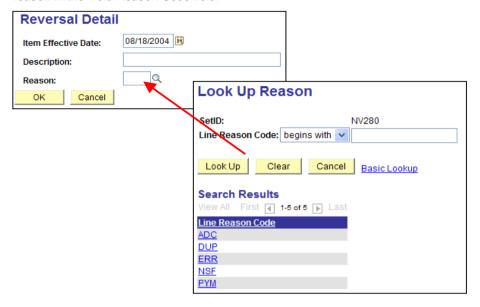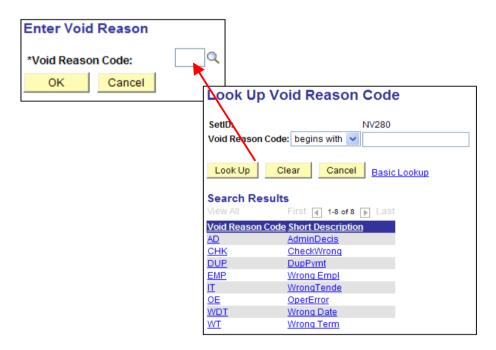
Document   Although some transactions are initiated through other pages (i.e Charge Reversal, Payment Reversal and Void), the data related to these transactions is written to the same database table that contains the Student Post transaction data.

Therefore, VCCS Internal Audit expects operators to document transactions by entering reversal/void codes and explanations whenever possible.

When using the Charge Reversal, Payment Reversal and Void pages the operator must enter an explanation in the Description field, a reason code in the Reason field and a void reason in the Void Reason Code field.

Reversal Detail

Item Effective Date:	08/18/2004
Description:	
Reason:	

OK   Cancel

Look Up Reason

SetID: NV280
Line Reason Code: begins with

Look Up   Clear   Cancel   Basic Lookup

Search Results
View All   First   1-5 of 5   Last

Line Reason Code
ADC
DUP
ERR
NSF
PYM

Enter Void Reason

*Void Reason Code:

OK   Cancel

Look Up Void Reason Code

SetID: NV280
Void Reason Code: begins with

Look Up   Clear   Cancel   Basic Lookup

Search Results
View All   First   1-8 of 8   Last

Void Reason Code	Short Description
AD	AdminDecis
CHK	CheckWrong
DUP	DupPymt
EMP	Wrong Empl
IT	WrongTende
OE	OperError
WDT	Wrong Date
WT	Wrong Term

If approved by the Business Office Working Group, NCSS can easily set up additional reversal and void codes to assist in posting this kinds of transactions.

Important   **Transactions without reversal/void codes or explanations are subject to scrutiny by VCCS Internal Audit.**