9.50 RECALC THIRD PARTY CONTRACTS

Overview These procedures walk an operator through the step-by-step process of recalculating third party contracts.

Key Points Until the end of the adjustment period (last date, as established on the Third Party Contract setup page), you should periodically recalculate third-party contracts to make sure all adjustments to charges are recognized.

The run control for the process can accommodate an individual contract name, or a range of names.

Important Because this process uses a lot of computer resources, it may only be run on the PSUNXPM server after hours.

Navigation Main Menu > Student Financials > Payment Plans > ReCalc Third Party Contracts

Detailed Directions

FIRST-TIME USERS: If this is the first time you have run the Register Total Report, you must add a run control. Continue with Step 1.

REPEAT USERS: If you have previously run the Register Totals Report, continue with Step 3.

Step 1 Navigate to the Recalc Third Party Contracts page. The following dialog window appears.

![Recalc Third Party Contracts dialog](image-url)
Step 2 Click **Add a New Value**. The following dialog window appears.

```
Recalc Third Party Contracts

Find an Existing Value  Add a New Value

Run Control ID: [Field]

Add

Find an Existing Value  Add a New Value
```

Enter a name for your Run Control ID and click **Add**. Continue with Step 4 below.

**Detailed Directions if You Have Previously Run the Report.**

Step 3 If you have previously run this report, type in the name of your Run Control ID or click **Search** to search for your run control. Double click on the correct run control.

```
Recalc Third Party Contracts

Enter any information you have and click **Search**. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Run Control ID number using the following naming convention:

```
YYYY99999999999999999999
```

**Case Sensitive**

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
```

All users continue with Step 4.

Step 4 The Recalc Third Party Contracts page displays.

```
Recalc Third Party Contracts

Run Control ID: [Field]  Report Manager  Process Monitor  Run

Parameters

Business Unit: [Field]  Northern Virginia Comm College

Contract Number From  Contract Number To

205321325017  205321325017
```

All users continue with Step 4.
Step 5 Enter the contract number in the **Contract Number From** field, or click to lookup.

Tab out of the field and the same contract number will default in the **Contract Number To** field, or to calc more than one contract enter the last contract number in the **Contract Number To** field or click to lookup.

Click to save the page.

Step 6 Click to run to initiate the process. The Process Scheduler Request page appears.

Verify the following on the page:
1. Server Name is PSUNXPM
2. The Select checkbox is checked for process name SFPTPPRC
3. The Type is None.
4. The Format is None.

Step 7 Click to run the SF Third Party Process.

Step 8 After initiating the process, the Recalc Third Party Contracts page will reappear.
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Step 9  Click Process Monitor and the Process List page will appear.

Step 10 Periodically click to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success. Report any errors to NovaConnect Support Services.