
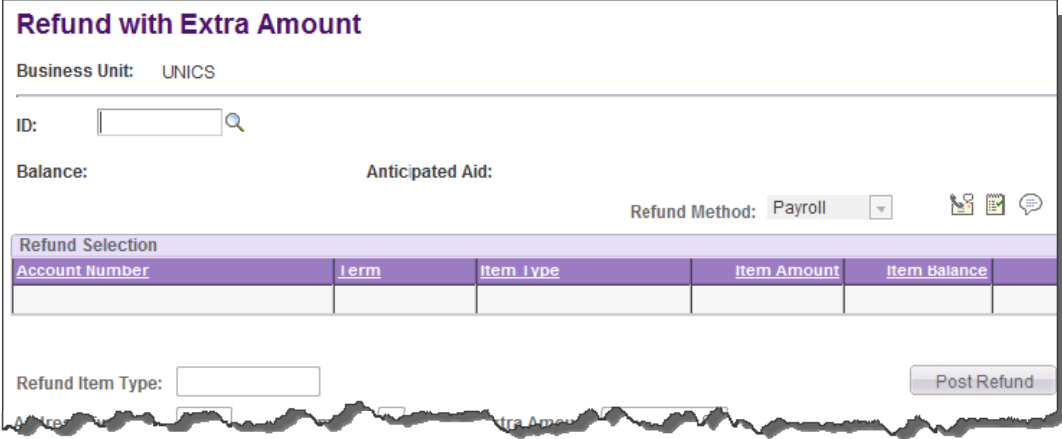


Creating Student Refunds with an Extra Amount







Purpose: Use the **Refund with Extra Amount** page to create a refund for more than the refundable balance or in the absence of a refundable balance.

The following instructions describe how to create a refund with an extra amount for an individual student.

Step	Action															
1.	<p>Navigate to the Refund with Extra Amount page: Main Menu > Student Financials > Refunds > Refund with Extra Amount</p>  <p>Refund With Extra Amount</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <input type="text"/></p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Business Unit: <input type="text" value="UNICS"/> <input type="button" value="Search"/></p> <p>Description: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>															
2.	<p>Click the Search button.</p> <p>Result: The Refund with Extra Amount page displays.</p>  <p>Refund with Extra Amount</p> <p>Business Unit: UNICS</p> <p>ID: <input type="text"/></p> <p>Balance: <input type="text"/> Anticipated Aid: <input type="text"/></p> <p>Refund Method: <input type="text" value="Payroll"/></p> <table border="1"> <thead> <tr> <th colspan="5">Refund Selection</th> </tr> <tr> <th>Account Number</th> <th>Term</th> <th>Item Type</th> <th>Item Amount</th> <th>Item Balance</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Refund Item Type: <input type="text"/></p> <p><input type="button" value="Post Refund"/></p>	Refund Selection					Account Number	Term	Item Type	Item Amount	Item Balance					
Refund Selection																
Account Number	Term	Item Type	Item Amount	Item Balance												




Step	Action																
3.	<p>Use the Refund with Extra Amount page to create a refund for an amount greater than the refundable balance. Enter the student’s U- ID in the ID field. Press the tab key to display the student’s name and refund items available.</p> <p>Refund with Extra Amount</p> <p>Business Unit: UNICS</p> <p>ID: [#####] Panther, Pam</p> <p>Balance: -476.00 Anticipated Aid:</p> <p>Academic Information Student Accounts Refund Method: Payroll</p> <p>Refund Selection</p> <table border="1"> <thead> <tr> <th></th> <th>Account Number</th> <th>Term</th> <th>Item Type</th> <th>Item Amount</th> <th>Item Balance</th> <th>Refund Amount</th> <th>Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>TUT&FEE001-2011 SPRG</td> <td>2011 SPRG</td> <td>Federal Pell Grant</td> <td>-4,000.00</td> <td>-496.00</td> <td>496.000</td> <td>USD A</td> </tr> </tbody> </table> <p>Refund Item Type: [] Post Refund</p> <p>Address Type: [] Format: A Extra Amount: 0.00</p>		Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format	<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format										
<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A										
4.	<p>Click the following links:</p> <ul style="list-style-type: none"> • Academic Information – To view enrollment/ personal information for the student. • Student Accounts – To view a student's account activity information. 																
5.	<p>The Refund Selection group box displays the credit line items available to be refunded.</p> <p>Select the check box next to each item to include it in the refund.</p>																
6.	<p>Update the Refund Amount field to the desired amount.</p> <p>Refund Selection</p> <table border="1"> <thead> <tr> <th></th> <th>Account Number</th> <th>Term</th> <th>Item Type</th> <th>Item Amount</th> <th>Item Balance</th> <th>Refund Amount</th> <th>Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>TUT&FEE001-2011 SPRG</td> <td>2011 SPRG</td> <td>Federal Pell Grant</td> <td>-4,000.00</td> <td>-496.00</td> <td>496.000</td> <td>USD A</td> </tr> </tbody> </table>		Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format	<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format										
<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A										
7.	<p>Update the Format field with the appropriate format used to distribute the refund.</p> <p>Refund Selection</p> <table border="1"> <thead> <tr> <th></th> <th>Account Number</th> <th>Term</th> <th>Item Type</th> <th>Item Amount</th> <th>Item Balance</th> <th>Refund Amount</th> <th>Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>TUT&FEE001-2011 SPRG</td> <td>2011 SPRG</td> <td>Federal Pell Grant</td> <td>-4,000.00</td> <td>-496.00</td> <td>496.000</td> <td>USD A</td> </tr> </tbody> </table> <p>Values: A = Automatic Check, C = Credit Card, D = Direct Deposit, E = Electronic Check, P = Paper Check</p>		Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format	<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format										
<input checked="" type="checkbox"/>	TUT&FEE001-2011 SPRG	2011 SPRG	Federal Pell Grant	-4,000.00	-496.00	496.000	USD A										

Step	Action																								
8.	<p>In the Refund Item Type field, enter or select the appropriate item type:</p> <p>Refund Item Type: <input type="text" value="500000005010"/>  Refund-Cash/Check</p> <p>Values:</p> <table border="1" data-bbox="354 520 857 947"> <thead> <tr> <th>Item Type</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>500000000000</td><td>Special Check-Direct Deposit</td></tr> <tr><td>500000000010</td><td>Special Check-Check</td></tr> <tr><td>500000000020</td><td>Emergency Ln-Direct Deposit</td></tr> <tr><td>500000000030</td><td>Emergency Loan-Check</td></tr> <tr><td>500000005000</td><td>Refund-Financial Aid</td></tr> <tr><td>500000005010</td><td>Refund-Cash/Check</td></tr> <tr><td>500000005020</td><td>Refund-Credit Card</td></tr> <tr><td>500000005030</td><td>Refund-Third Party</td></tr> <tr><td>500000005040</td><td>Refund-Parent PLUS Loan</td></tr> <tr><td>500000005050</td><td>Refund</td></tr> <tr><td>500000005060</td><td>Refund-Echeck/Wire</td></tr> </tbody> </table>	Item Type	Description	500000000000	Special Check-Direct Deposit	500000000010	Special Check-Check	500000000020	Emergency Ln-Direct Deposit	500000000030	Emergency Loan-Check	500000005000	Refund-Financial Aid	500000005010	Refund-Cash/Check	500000005020	Refund-Credit Card	500000005030	Refund-Third Party	500000005040	Refund-Parent PLUS Loan	500000005050	Refund	500000005060	Refund-Echeck/Wire
Item Type	Description																								
500000000000	Special Check-Direct Deposit																								
500000000010	Special Check-Check																								
500000000020	Emergency Ln-Direct Deposit																								
500000000030	Emergency Loan-Check																								
500000005000	Refund-Financial Aid																								
500000005010	Refund-Cash/Check																								
500000005020	Refund-Credit Card																								
500000005030	Refund-Third Party																								
500000005040	Refund-Parent PLUS Loan																								
500000005050	Refund																								
500000005060	Refund-Echeck/Wire																								
9.	<p>In the Address Type field, select the appropriate address: Home or Mail.</p> <p>Address Type: <input type="text" value="MAIL"/> </p>																								
10.	<p>Click in the Extra Amount field; enter the extra amount you wish to add to the student's refund.</p> <p>Extra Amount: <input type="text" value="50.00"/></p>																								
11.	<p>Accesses the Extra Refund Amount page where you enter details about the additional amount.</p> <p>Click the Expand section button</p> <p> View Refund Check</p>																								
12.	<p>Use the Extra Refund Amount page to specify account and term information associated with the extra amount refunded.</p> <p><u>Refund with Extra Amount Information</u></p> <p>Extra Account Nbr: <input type="text"/> </p> <p>Extra Account Term: <input type="text"/> </p> <p>Extra Item Term: <input type="text"/> </p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>																								



Step	Action															
13.	<p>Click the OK button.</p> <p>Result: The View Refund Check simulation displays.</p> <div data-bbox="358 432 1411 716" style="border: 1px solid gray; padding: 5px;"> <p>View Refund Check</p> <p>Pay: Five Hundred Forty-Six and 0/100 Date: 04/26/2011</p> <p>Name: Panther, Pam 546.00</p> <p>1234 Panther Lane</p> <p>Cedar Falls</p> <p>IA 50613-6701</p> </div>															
14.	<p>Click the Post Refund button.</p> <div data-bbox="358 779 565 821" style="border: 1px solid gray; padding: 2px; display: inline-block;">Post Refund</div>															
15.	<p>Click the Produce Check link (next to the Post Refund button, which is now grayed out)</p>															
16.	<p>Click the Print Options link to configure online printing.</p> <div data-bbox="358 1031 1433 1682" style="border: 1px solid gray; padding: 5px;"> <p>Produce Student Refund Check</p> <p>Business Unit: UNICS University of Northern Iowa</p> <p>Refund ID: ##### Panther, Pam Batch ID:</p> <p>Refund Nbr: 28 Amount: 546.00 USD Date: 04/26/2011 3:23:34PM</p> <p>Status: Posted Last Updated: rajones <input type="checkbox"/> Direct Deposit Active</p> <table border="1" data-bbox="370 1283 1419 1402"> <thead> <tr> <th>Refund Format</th> <th>Refund Line Status</th> <th>Refund Line Type</th> <th>Earnings Code</th> <th>Line Amount</th> </tr> </thead> <tbody> <tr> <td>Automatic Check</td> <td>Posted</td> <td>Payment/Financial Aid</td> <td>SRE</td> <td>496.00</td> </tr> <tr> <td>Automatic Check</td> <td>Posted</td> <td>Payment/Financial Aid</td> <td>SRO</td> <td>50.00</td> </tr> </tbody> </table> <p>Paysheet Information</p> <p>Company: Student Refunds for OBO Pay Group: REF Pay Period End: <input type="text"/></p> <p>Page #: Line #: Pay Status: View Messages</p> <p>Paycheck Information</p> <p>Check Dt: Check #: Print Options</p> <p><input type="button" value="Print Check"/> <input type="button" value="Process Check"/></p> </div>	Refund Format	Refund Line Status	Refund Line Type	Earnings Code	Line Amount	Automatic Check	Posted	Payment/Financial Aid	SRE	496.00	Automatic Check	Posted	Payment/Financial Aid	SRO	50.00
Refund Format	Refund Line Status	Refund Line Type	Earnings Code	Line Amount												
Automatic Check	Posted	Payment/Financial Aid	SRE	496.00												
Automatic Check	Posted	Payment/Financial Aid	SRO	50.00												

Step	Action
17.	<p>Complete the following on the Configure Online Printing tab:</p>  <ul style="list-style-type: none"> • Server Name – Select appropriate print server • Output Details – Select Printer • Destination – Enter printer name • Format - Select as appropriate
18.	Click the Save button. Close the window.
19.	<p>Select the</p> <ul style="list-style-type: none"> • Print Check button – To print check to the printer • Process Check button –