

Student Financials Template Tips

(for posting department charges and credits to the student's UBill)

Item Type
Known as "AR Code" in Legacy

Account Type
All Department charges will be **msc** (miscellaneous)

Transaction Amount

- Total of all entries
- Automatically calculated

Header

- Dept Name = 12 char max
- All items in one file must be the same type: *charges* or *credits*
- Indicate daily file number

	A	B	C	D	E	F	G	H	I
1	University ID	Amount	Item Type	Reference	Account Type	Term		Your Department Name:	shc
2	310640	203.2	700000000000	Cash-Stu Health Ins Plan-Iowa	msc	2112		Your File Type:	charges
3	436597	250	700000000010	Cash-Stu Health Ins Plan-Iowa	msc	2112		Daily File Number:	01
4								Transaction Amount	453.2
5								Export Transactions to File	
6									
7									
8									

Amount

- Do NOT use dollar signs (\$)
- Use decimal only if there are cents (203.20)
- For negative charges, enter a minus sign before the amount

Reference

- Description of the charge
- 30 character limit
- Field is not required
- If left blank, the "item type" description will print

Term

- Semester the charge is associated with
- The term code now has 4 digits instead of 5. Drop the second digit to get the new code

Export Transactions to File button

When you click this button, you may receive this Security Warning message:

- Click the **Options** button
- Select *Enable this content*
- Click the **OK** button
- Click the **Export Transactions to File** button again