Key Process Changes

- Students will use Student’s ID to make payments rather than Social Security numbers.
- Each transaction will be identified by cashier.
- Student’s account data will cover a student’s entire academic career, not just one semester at a time.
- Student’s printout will show only the receipt of payment.
- Bursars will be able to view Financial Aid Awards and Grants on the student’s accounts.
- End of Day daily balancing reports will be done on campus rather than at the district.
- Form 1098–T’s are issued with values and can be printed from the Bursar’s office.
Old Process:
Currently, a student can only be identified by social security number in all cashiering transactions.

New Process:
Students will use Student’s ID to make payments rather than Social Security.
Old Process:
Currently, anybody in the Bursar's Office authorized to receive payment can post payments but not identified

New Process:
Each transaction will be identified by cashier and register used.
Old Process:
Currently, the Bursars can only view and post student’s payment on the current semester information.

New Process:
Student’s account data will cover a student’s entire career, not just one semester at a time and cashiers can select where charges can be applied.
New Process Summary / Overview

Old Process:
Student’s printout shows not only payment information but academic enrollment, instructors names, time and location of class.

New Process:
Student’s printout will show only the receipt of payment. Students can use self service to view all other information.
Old Process:
End of Day Daily Balancing Reports were created by the District. Currently, end of day balancing is happening the following day when the report is sent to the bursars printer by the district each morning.

New Process:
Bursars will generate the End of Day balance report at each campus.
Old Process:
Bursars have no access to Financial Aid information of individual students prior to receiving the actual award check.

New Process:
Bursars will be able to view Financial Aid Awards and Grants on the student’s accounts.
Old Process:
  Form 1098 – T’s are issued from the District but unable to print fees information.

New Process:
  Form 1098- T’s can be issued from the Bursar’s office.
Critical Dependencies

- Financial Aid must place students in groups in order to accurately apply fee waivers.
- SR must matriculate and term activate a student in order for fees to be calculated.
- The student must tell the bursars if they are engaged in third party contracts – i.e. a student must declare if there is someone sponsoring them.