
COMMAND HELP



SS2/SSB:Tuition and Fee Waivers

For Accounting Questions

Phone: 471-8802 *TXMAIL: ACIC

E-Mail: acic@utxdp.dp.utexas.edu

WWW: <http://www.utexas.edu/business/accounting>

SS2: Cover sheet

To create a new SS2 document, type "NEW" in the Action field and press ENTER.

```
>> Select a document or a new action and press ENTER to continue <<
*DEFINE          AUTHORIZE TUITION/FEES WAIVER - SS2          Year 92 93
Command: SS2     SSN: _____ Misc: _____ Account: _____
=====
Status:          -- COVER SHEET --          Document ID: _____

Action: NEW      Summary:
Created:  /  /                                     Category:

Sections:  _ 1. Tuition and Fees Waiver Information
           _ 2. View Current AR Code Information
           _ 3. Department Codes (Optional)

-----
Account Number:          SSN:  -  -
Account Title :          Name:
AR Code      :

Waiver YYS:
School:      Major:      Class:
Reg Status:
Resident:

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 6/15/93 10:40 AM --
```

SS2: Cover Sheet

The document status becomes CREATED, a temporary summary fills in, and the document ID number is assigned.

To access the Sections, type an "X" in the space to the left of the section number.

The fields below the dashed line on the cover sheet will fill in automatically after the Section 1 information is entered.

```
>>CREATION OF DOCUMENT D0SS2999842 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          AUTHORIZE TUITION/FEES WAIVER - SS2          Year 92 93
Command: SS2     SSN: _____ Misc: _____ Account: _____
=====
Status: CREATED      -- COVER SHEET --          Document ID: D0SS2999842

Action:  ___ Summary: NEW SS2 Document: temporary summary
Created: 06/15/93  ACALP  PENNEY, ALICE L          Category:

Sections:  X 1. Tuition and Fees Waiver Information
           X 2. View Current AR Code Information
           X 3. Department Codes (Optional)

-----
Account Number:          SSN:  -  -
Account Title :          Name:
AR Code      :

Waiver YYS:
School:      Major:      Class:
Reg Status:
Resident:

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 6/15/93 10:40 AM --
```


If you don't know the correct AR Code - Find the correct A/R Code

If you don't know which AR Code to use, TAB past the AR Code field to the Account. Type in the 10-digit account number and press ENTER. Then, TAB to the AR Code field, type a "?", and press ENTER.

```

>> Please enter your updates or a document action. <<
ACTION:  ___ TUITION AND FEES WAIVER INFORMATION SECTION 01 OF 03 3
-
Document ID.....: D0SS2999842
Document Summary:  TFWA Authorization for Jones , Susie
-----
SSN:      888888888      YYS: 939
Name:     Susie           Jones           (First/Middle/Last)
Duties Required:  Y
Does this qualify as an academically competitive award?  Y

AR Code:  ?__

Account..... 2608234371 Tuition
Tuition Covered.. _
Required Fees.... _
Other..... _

$ Limits (opt): Tuition & Fees _____ Tuition Only _____
    
```

Finding the Correct AR code

The "?" in the AR Code field will bring up a window displaying the valid codes for that account and what combination of tuition and fees are covered. There may be more than one AR Code for an account and each different code specifies a different combination of tuition and fees covered. Type an "X" in the space to the left of the AR Code you want to use and press ENTER.

When you return to the Section 1 screen, the information is completed automatically.

```

>> Record was successfully updated <<
ACTION:  ___ TUITION AND FEES WAIVER INFORMATION SECTION 01 OF 03 3
-
Document ID.....: D0SS2999842
Document Summary:  TFWA Authorization for Jones , Susie
-----
SS |                                     | st)
Na |                                     |
Du |                                     |
Do |                                     |
  |                                     |
AR |                                     |
  |                                     |
Ac | X K98 Resident and Nonresident | All | None
Tu |  _ R85 Resident Only           | All | None
Re |                                     |
Ot |                                     |
  |                                     |
$  |                                     |
-----
    
```

If there is no AR Code

Skip the AR Code field.
Type the account number.

In the Tuition Covered field, type:
R to pay only the Resident portion of tuition.
N to pay only the Nonresident portion of tuition.
B to pay Both Resident AND Nonresident tuition.

In the Required Fees field, type:
A to pay all applicable required fees.
N to pay none of the required fees.
P to pay only part of the required fees.

In the Other field, type:
A to pay all other fees.
N to pay none of the other fees.
P to pay only part of the other fees.

```

+----->> Please enter your updates or a document action. <<-----+
ACTION:  ___ TUITION AND FEES WAIVER INFORMATION SECTION 01 OF 03 3
-
Document ID.....: D0SS2999842 -
Document Summary: TFWE Authorization for Jones , Susie
+-----+
SSN: 888888888 YYS: 939
Name: Susie Jones (First/Middle/Last)
Duties Required: Y
Does this qualify as an academically competitive award? Y

AR Code:  ___

Account..... 2608234371 Tuition
Tuition Covered.. B
Required Fees.... P
Other..... P

$ Limits (opt): Tuition & Fees _____ Tuition Only _____
+-----+
    
```

Section 1: Required fees

In most cases, departments pay all or none of the required fees. The "P" for partial payment of fees is primarily used by the Office of Accounting.

When you type a "P" by Required Fees and press ENTER, the Required Fees window is displayed. Type an "X" in the space to the right of the fees that you will pay.

NOTE: When a department specifies that they will pay ALL fees, they will actually pay only the fees the student incurs. For example, the MBA Placement required fee would be included in Prog/Serv.

In this example, there is an "X" by Union and Lab Fees. These are the required fees the department will pay.

```

+----->> Required Fees <<-----+
AR Code:      Make your changes and press ENTER to update
Press CLEAR to return to previous screen
Mark an "X" next to the fees that will be covered, if applicable:

Union      X   Lab Fees  X   Rec Sports  _   Info Tech  _
General    _   Supp Fees  _   Med Serv    _   MLK Statue _
Std Serv   _   Incid Fees _   UG Writ Ctr _   Prog/Serv  _
TEX Reg    _   Intl Educ  _   HS Building _   Lib Fee    _
+-----+
    
```

Section 1: Other fees

In most cases, the department pays all or none of the other fees. The "P" for partial payment of fees is primarily used by the Office of Accounting.

When you type a "P" by Other and press ENTER, the Other Fees window is displayed. Type an "X" in the space to the right of the fees your department will pay.

NOTE: When a department specifies that they will pay ALL fees, they will actually pay only the fees the student incurs.

In this example, the department will pay only the student's Late Registration fee.

For more information about fees, refer to the current General Information Bulletin.

```

+----->> Other Fees <<-----+
|
|  AR Code:
|
|  Make your changes and press ENTER to update
|  Press CLEAR to return to the previous screen
|
|  Please mark an "X" next to the fees which will be
|  covered, if applicable:
|
|  GPD      _  Analecta  _
|  LateReg X PAC      _
|  Cactus   _  Peregrinus _
|  Locker   _  Th&Dance  _
|  Athl     _  Stdt Dir  _
|  Parking  _  Health Ins _
|
+-----+
    
```

Section 1: Information Completed

After you have completed all Section 1 information and have pressed ENTER, *DEFINE will see if an AR Code matches the combination of tuition/fee waivers you specified. If there is an AR Code, it will fill in automatically. If there is not, the document will automatically route to Special Tuition Billing after it receives all departmental approvals.

Departments can also specify a maximum dollar amount that they want to pay towards a student's Tuition and Fees or just Tuition only. You may enter a dollar amount in only one of these fields. Be careful which field you use. If you put the limit in tuition only and are paying fees also all the fees will be charged to the account and exceed the amount you really want to pay.

```

+-----+-----+
| >> Please enter your updates or a document action. <<
| ACTION:  ___ TUITION AND FEES WAIVER INFORMATION SECTION 01 OF 03 3
|
| Document ID.....: D0SS2999842
| Document Summary:  TFWA Authorization for Jones , Susie
|-----|
| SSN:  888888888      YYS:  939
| Name:  Susie                      Jones                      (First/Middle/Last)
| Duties Required:  Y
| Does this qualify as an academically competitive award?  Y
|
| AR Code:  ___
|
| Account..... 2608234371 Tuition
| Tuition Covered.. B
| Required Fees.... P +
| Other..... P +
|
| $ Limits (opt):  Tuition & Fees 800.00___ Tuition Only _____
|-----+-----+
    
```

Section 2: AR Code Information

This screen will display the current AR Code information for the student. This screen is display only.

Each line across represents a different waiver.

The first line shows an academic competitive scholarship for Fall Semester 1997.

The second line shows a tuition and fee waiver for Fall 1997.

```

+-----+
|>>Enter a document action, or press ENTER to continue.<<
|Action: ____ Current AR Code Information Section 02 of 03
|
|Document ID.....: H0SS2999193
|Document Summary: TFEW Authorization for Jones , Susie
|-----|
|SSN: 888888888 Name: Susie Jones
|School: 7 Major: 60500 Class: 9 Residence: N
|
| AR Unit Overall Tuition Exempt. Origin
| YYS Code Doc ID Code T/F Limit Limit Number Dept
| 979 E23 0
| 979 J99 H0SS2999193 0
| 982 E23 0
| 982 J99 H0SS2992349 0
|
+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 12/12/97 03:08 PM --
    
```

Section 3: Department Codes and Comments

This standard electronic document screen is available for future enhancement.

```

+-----+
|>> FINAL PAGE OF DOCUMENT TRANSACTIONS <<
|Action: ____ DEPARTMENT CODES Section 03 of 03
|-----|
|Transaction Date: 061593 Month: ____ Start at Account: ____
|Audit Codes? N
|
| ACCT NBR LEDGER DESCRIPTION AMOUNT D/C
| CODE 1 CODE 2 CODE 3 CODE 4 CODE 5 CODE 6
| DTN TAG A TAG B COMMENTS
| 1 2608234371 Jones , Susie - SS2_____ 0.00 C
|
|-----+
    
```

SS2: Cover Sheet

After you have completed all sections of the SS2, type "APP" in Action and press ENTER.

When the document has received all required departmental approvals, it will do one of two things:

If an AR Code is assigned, the document status becomes APPROVED and the student's record is automatically updated.

If there is no AR Code assigned, the document status becomes PENDING and it automatically routes to Special Tuition Billing. They will create an AR code to match this document's waivers and then approve the document. Then the student's record will be updated.

```
>> Document is now at Desk 5100 BUR in AC-BURSAR DIVISION <<
*DEFINE          AUTHORIZE TUITION/FEES WAIVER - SS2          Year 92 93
Command: SS2     SSN: _____ Misc: _____ Account: _____
=====
Status: PENDING          -- COVER SHEET --          Document ID: D0SS2999842

Action: ____ Summary: TFWE Authorization for Jones , Susie
Created: 06/15/93      ACALP  PENNEY, ALICE L          Category:

Sections: X _ 1. Tuition and Fees Waiver Information
          _ 2. View Current AR Code Information
          _ 3. Department Codes (Optional)

-----
Account Number: 2608234371          SSN: 888-88-8888
Account Title : Tuition             Name: Jones , Susie
AR Code       :

Waiver YYS: 939
School: 6 Major: 34500 Class: 5
Reg Status: ELIGIBLE
Resident: N

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 6/15/93 10:40 AM --
```

SSB: Cover Sheet

After the SS2 document status is APPROVED, you cannot recall or delete it. To change the tuition and fee waiver created by an SS2, create an SSB document to delete the waiver from the student record. Then, create a new SS2 to authorize the correct tuition and fees waiver.

To create an SSB document, type "NEW" in the Action field and press ENTER.

```
>> Select a document or a new action and press ENTER to continue <<
*DEFINE          DELETE SS2 TUITION/FEES WAIVER - SSB          Year 92 93
Command: SSB     SSN: _____ Misc: _____ Account: _____
=====
Status:          -- COVER SHEET --          Document ID: _____

Action: NEW     Summary:
Created: / /                                         Category:

Sections:  _ 1. SSN & Current AR Code Information

-----
AR Code / YYS / SS2 Info To Be Deleted By SSB:
Account Number: - - - - - SSN: - - -
AR Code       :                               Name:
YYS           :                               School: Major: Class:
SS2 Doc ID   :                               Reg Status:
Tuition      :                               Resident:
Required Fees:
Other Fees   :

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:30 AM --
```

SSB: Cover sheet

The document status becomes CREATED, temporary summary fills in, and the document ID number is assigned.

The fields below the dashed line on the cover sheet will fill in automatically after the Section 1 information is entered. To access Section 1, type an "X" in the space to the left of the section number and press ENTER.

```
>> Select a new action or mark Section 1 to update <<
*DEFINE          DELETE SS2 TUITION/FEES WAIVER - SSB          Year 92 93
Command: SSB     SSN: _____ Misc: _____ Account: _____
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0SSB999975

Action:  ___ Summary: New SSB Document: temporary summary
Created: 07/27/93 by ACALP - PENNEY, ALICE L          Category:

Sections:  X 1. SSN & Current AR Code Information

-----
AR Code / YYS / SS2 Info To Be Deleted By SSB:
Account Number: - - - - - SSN: - - -
AR Code       :                               Name: ** No Name on File **
YYS           :                               School: Major: Class:
SS2 Doc ID   :                               Reg Status:
Tuition      :                               Resident:
Required Fees:
Other Fees   :

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:30 AM --
```

SSB: Section 1

Type an SSN in the SSN field and press ENTER.

```

>>Record successfully updated.<<
Action:   ___      SSN / AR Code Information      Section 01 of 01
-----
Document ID.....: D0SSB999975
Document Summary: Delete TFWE Authorization for Stones, David Test
-----
SSN: 777777777   Name:
School:   Major:   Class:   Residence:

      AR      Unit   Overall  Tuition  Exempt.  Origin
      YYS  Code  Doc ID   Code    T/F Limit  Limit  Number  Dept
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:30 AM --
    
```

SSB: Section 1

The record information for the student is displayed. It is the same as Section 2 of the SS2 document.

There will be a mark to the left of the SS2's that you are authorized to delete. Only the creator of the SS2 document or someone that works the same electronic desk as the creator may delete the SS2 document. The HD6 command in *DEFINE will show what desk the creator used to create the SS2 document.

To see the tuition and fee waivers covered by the SS2, type a "?" in the mark and press ENTER.

Type a "D" in the mark to the left of the SS2 that you want to delete and press ENTER.

Press ENTER again to return to the coversheet.

```

>>Record successfully updated.<<
Action:   ___      SSN / AR Code Information      Section 01 of 01
-----
Document ID.....: D0SSB999975
Document Summary: Delete TFWE Authorization for Stones, David Test
-----
SSN: 777777777   Name: Susie                Stones
School:   Major:   Class:   Residence:

      AR      Unit   Overall  Tuition  Exempt.  Origin
      YYS  Code  Doc ID   Code    T/F Limit  Limit  Number  Dept
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:30 AM --
    
```

YYS	Code	Doc ID	Unit Code	Overall T/F Limit	Tuition Limit	Exempt. Number	Origin Dept
919	A99						
926	A99			982.00			
926	E23					123456	DP
929	A16				123.00		
932	505						
939	K98	D0SS2999786			208.00		
942	D50	D0SS2999768					
D 946	D50	D0SS2999765					

SSB: Cover sheet

After Section 1 is completed, the information on the cover sheet fills in automatically. The left side shows the tuition and fee waiver that is being deleted with this SSB. The right side of the screen shows the student information.

Type "APP" in the action field and press ENTER.

```
>> Select a new action or mark Section 1 to update <<
*DEFINE          DELETE SS2 TUITION/FEEES WAIVER - SSB          Year 92 93
Command: SSB     SSN: _____ Misc: _____ Account: _____
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0SSB999975

Action: APP Summary: Delete TFWE Authorization for Stones, David Test
Created: 07/27/93 by ACALP - PENNEY, ALICE L          Category:

Sections: X _ 1. SSN & Current AR Code Information

-----
AR Code / YYS / SS2 Info To Be Deleted By SSB:
Account Number: 26-0823-4371          SSN: 777-77-7777
AR Code       : D50                  Name: Stones, David Test
YYS          : 946                  School: 6 Major: 65100 Class: 6
SS2 Doc ID   : D0SS2999765          Reg Status: **STATUS UNKNOWN**
Tuition      : B                    Resident: Y
Required Fees: A
Other Fees   : N

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:31 AM --
```

SSB: Status APPROVED

After all departmental approvals, the document status becomes APPRPOVED. The SSB does not go to Special Tuition and Billing for approval.

```
>> ALL APPROVALS ARE COMPLETE; THE DOCUMENT IS PROCESSED <<
*DEFINE          DELETE SS2 TUITION/FEEES WAIVER - SSB          Year 92 93
Command: SSB     SSN: _____ Misc: _____ Account: _____
=====
Status: APPROVED          -- COVER SHEET --          Document ID: D0SSB999975

Action: ___ Summary: Delete TFWE Authorization for Stones, David Test
Created: 08/02/93 by ACALP - PENNEY, ALICE L          Category:

Sections: X _ 1. SSN & Current AR Code Information

-----
AR Code / YYS / SS2 Info Deleted By SSB:
Account Number: 26-0823-4371          SSN: 777-77-7777
AR Code       : D50                  Name: Stones, David Test
YYS          : 946                  School: 6 Major: 65100 Class: 6
SS2 Doc ID   : D0SS2999765          Reg Status: **STATUS UNKNOWN**
Tuition      : B                    Resident: Y
Required Fees: A
Other Fees   : N

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:31 AM --
```

SSB: Status APPROVED.

After the SSB is APPROVED, the tuition and fee waiver deleted by the SSB - D0SS2999765 for semester 946 - no longer shows in Section 1 or on the student record.

NOTE: The SSB does not delete the SS2 document. It just removes the tuition and fee waiver from the student's record.

If you delete the waiver after a semester's fee bills have been printed, the student may go to Main Building, Room 4 and get a corrected fee bill. If the student does not get a new fee bill, the change will be picked up by the add/drop process.

```

>>Enter a document action, or press ENTER to continue.<<
Action:      SSN / AR Code Information      Section 01 of 01
-----
Document ID.....: D0SSB999975
Document Summary: Delete TFWE Authorization for Stones, David Test
-----
SSN: 777-77-7777      Name: David Test      Stones
School: 6 Major: 65100 Class: 6 Residence: Y

      AR      Unit      Overall      Tuition      Exempt.      Origin
      Code     Doc ID     Code     T/F Limit   Limit      Number      Dept
-----
919  A99
926  A99              982.00
926  E23              123.00      123456      DP
929  A16
932  505
939  K98  D0SS2999786      208.00
942  D50  D0SS2999768
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/93 08:31 AM --
    
```