Tuition, Waivers and Payments
How to use the COMPASS TWAPMTS Form.
Session Rules of Etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
Introduction

- Overview of The Compass TWAPMTS From.
- Adding a student to a contract.
- Editing/Updating student contract information.
- Processing multiple contract payments for a student.
- Using the comment field of the contract.

- Adding a student to an exemption.
- Editing/Updating the student exemption.
- Residency requirements for the exemption.
- Use of the Spouse/Dependent Indicator and validation of the employee UIN.
- Extracting Data from TWAPMTS.
- Reports
- Other Resources
Overview of the Compass TWAPMTS Form
COMPASS TWAPMTS FORM – Tuition, Waivers and Payments

This form was created to collect student information that will be used to process student contract and assistantship waiver payments.

This process will replace the ONPAR (ONline Payment Request) system used by TAMU colleges and department to post restricted tuition/fee payments to COMPASS effective spring 2012. This form will also be used to replace the departmental upload SharePoint process to post and delete Exemptions.

Note: A ^ will be used to indicate that a LOV (list of value) button will be available for the field. The // indicates a scroll bar on the TWAPMTS form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:^</td>
<td>Required Field&lt;br&gt;Enter year, campus code and term code for payment request. Example: 201211 (Spring CS-2011 term)&lt;br&gt;Year (YYYY)&lt;br&gt;Campus Code (1 - CS, 2-GV)&lt;br&gt;Term code (1-spring, 2-summer, 3-fall)</td>
</tr>
<tr>
<td>User College/Division:^</td>
<td>Required Field&lt;br&gt;Enter two digit College Code or two digit College Code (2, 3, 4, 4, 6, 7, 8)</td>
</tr>
</tbody>
</table>
Key Block

- All Key Block fields are required.
TWAPMTS Access is Driven by FAMIS Information

Contract Process is driven by FAMIS account found on FAMIS screen 006.
Users should request access to TWAPMTS based on FAMIS College (Coll) or Division (Div) Code and Department (Dept.) Code.
- Term Driven
- Processes on form are driven by the user access.
- User access is based on FAMIS account College or Division Code & Department Code - Faculty Attribute Code on access from.
- Update access thru 12th class day fall/spring & 4th class day of Summer II.
- Query access after the 12th class day fall/spring & 4th class day of Summer II.
Overview of the TWAPMTS Form and Functions

The Contract Tab

The Exemption Tab
# Contract Tab

The Contract Tab on the TWAPMTS Form.
Exemption Tab

Block 2 - Exemptions

Exemption Tab on the TWAPMTS form.
The description will give the user a summary or idea of what will be paid by the contract.
Exemption Descriptions

There should only be one exemption description available per department. It will always contain code for the assistantship waiver.
Both the Contract & Exemption Tab Contain the following Information:

- Delete Indicator
- Student ID
- Student UIN
- Student Name
- Total Billed Hours
- Student Level
- Student Program
- Student College
- Student Primary Major Field of Study
- Student Program Department Code
- Student Residency
- User Id
- Last Activity Date
<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Contract #</th>
<th>Contract Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>V98502000</td>
<td>1</td>
<td>Tuition &amp; Registration Fees</td>
</tr>
<tr>
<td>V98502000</td>
<td>2</td>
<td>100% 6 Hrs Grad RS Tuition</td>
</tr>
<tr>
<td>V98502000</td>
<td>3</td>
<td>100% 3 Hrs Grad RS Tuition</td>
</tr>
</tbody>
</table>

User will always be able to view Del Ind/Student ID/Student UIN/Student Name after they enter the 3rd block of the form.
### Block 3 - Exemptions

User will always be able to view Del Ind/Student ID/Student UIN/Student Name after they enter the 3rd block of the form.
When the user enters block 3 for either the Contract or Exemption tab the student billed hours, level, program, college, primary major field of study, program department and residency will display. The user can use the scroll bar at the bottom to view other fields on the form.
### Contract Tab – Other Fields

<table>
<thead>
<tr>
<th>Max Amount</th>
<th>System Part</th>
<th>FAMIS Acct</th>
<th>Support Obj</th>
<th>Acct Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>User</th>
<th>Activity Date</th>
<th>Contract Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

**Block 3 - Contracts**
<table>
<thead>
<tr>
<th>Sp/Dep Indicator</th>
<th>Employee UIN</th>
<th>User</th>
<th>Activity Date</th>
<th>Exemption Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Adding and Deleting Contract Payments
Adding a Contract Payment

Required Fields
- Term
- User College/Division Code
- User Department Code
- Choose a contract number
- Enter student UIN or compass ID in the student ID field
- FAMIS Account
- Support Account
- Object Code

Optional Fields
- Delete Indicator
- Max Amount
- Comment
Contract FAMIS Account

- The TWAPMTS form offers a list of values (LOV) button that can be used to display the FAMIS accounts available.
- The user will only be able to select accounts based on user access.
- FAMIS account files are provided daily to SBS based on criteria set by FMO.
- User may email twapmts@tamu.edu if an account is not available that needs to be added.
- Please note that the Support Account will default to whatever value there is available when only one Support Account is listed in the list of values.
## FAMIS Object Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Student Level</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>5910</td>
<td>Scholarships - Undergraduate</td>
<td>UG</td>
<td>Use this code for payments processed for undergraduate students</td>
</tr>
<tr>
<td>5915</td>
<td>Scholarships - Graduate</td>
<td>GR</td>
<td>Use this code for payments processed for graduate students</td>
</tr>
<tr>
<td>5920</td>
<td>Scholarships - Post Doctoral</td>
<td>PR</td>
<td>Use this code for payments processed for post doctoral students</td>
</tr>
<tr>
<td>6032</td>
<td>Grants - Tuition &amp; Fees</td>
<td>All</td>
<td>Use this code for payments process using FAMIS accounts that start with a Four (4).</td>
</tr>
</tbody>
</table>
Editing/Updating Student Contract Payment

Editable Fields
- Delete Indicator
- Max Amount
- FAMIS Account
- Support Account
- Object Code
- Comments

Not Editable Fields
- Student ID/UIN
- All prepopulated Fields
If you are using more than one FAMIS account to pay a student, you will be processing multiple contract payments.

Always choose and save the contract that pays partial tuition/fees first. Example 50% tuition.

Then choose a 100% contract to pay for the second FAMIS account. You can use this contract with a maximum amount for the limit so you do not over pay the student.

The system will automatically prioritize the payments based on the order that you process them in. Exemptions always apply before contracts.

If you choose the incorrect contract first, email twapmts@tamu.edu and request that SBS change the priority of the contracts.
The Comment field can be edited

A List of Value (LOV) button is available for user to see all comments that have been saved.

Users may want to save a comment every time a payment is processed to keep track of the user information. If a comment was not made with the original payment the user information is not stored.
Adding and Deleting Exemptions Payments
Adding an Exemption Payment

Required Fields
- Term
- User College/Division Code
- User Department Code
- Choose an exemption
- Enter student UIN or compass ID in the student ID field
- Spouse/Dependent Indicator (Conditional)
- Employee UIN

Optional Fields
- Delete Indicator
Residency codes P, I, N, K should be the only types used to process assistantship waivers. Users need to verify this information before they save the payment record.

### Qualified Non-Resident Waiver Residency Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Student Level</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Non-Res, Not ST Fund, &lt;7yr</td>
<td>PhD</td>
<td>exceeded 99 hrs, but less or equal to than 7 yrs, so not charged for excessive hours. Waiver is for Graduate Assistantship waiver.</td>
</tr>
<tr>
<td>I</td>
<td>International</td>
<td>All</td>
<td>waiver is for Graduate Assistantship</td>
</tr>
<tr>
<td>N</td>
<td>Non-resident</td>
<td>All</td>
<td>waiver is for Graduate Assistantship</td>
</tr>
<tr>
<td>K</td>
<td>Intl, Not ST Funded, &lt;7yr</td>
<td>PhD</td>
<td>exceeded 99 hrs, but less or equal to than 7 yrs, so not charged for excessive hours. Waiver is for Graduate Assistantship waiver.</td>
</tr>
</tbody>
</table>
Editing/Updating Student Exemption Payment

Editable Fields
- Delete Indicator
- Spouse/Dependent Indicator (Conditional)
- Employee UIN

Not Editable Fields
- Student ID/UIN
- All prepopulated Fields
Use of the Spouse/Dependent Indicator

- The Spouse/Dependent Indicator should only be used when the assistantship waiver is being processed for the spouse or dependent of an employee hired as a Graduate Teaching or Research Assistant that is working 50% effort, enrolled full time and hired before the 12th class day for fall/spring semesters or 4th class day for summer I/10 Week classes and 4th class day for summer II.

- The Employee UIN must not match the student UIN if the spouse/dependent indicator has been checked.
Use of the Employee UIN Field

- This is a required field.
- The Employee UIN must not match the student UIN if the spouse/dependent indicator has been checked.
- The Employee UIN must match the student UIN if the student was hired as a Graduate Teaching or Research Assistant that is working 50% effort, enrolled full time and hired on or before the 12th class day for fall/spring semesters or 4th class day for summer I/10 Week classes and 4th class day for summer II.
Extracting Data

Using Help in the menu bar
<table>
<thead>
<tr>
<th>Student Id</th>
<th>DelInd</th>
<th>Student UIN</th>
<th>Student Name</th>
<th>Billed Hours</th>
<th>Level</th>
<th>Program</th>
<th>College</th>
<th>Primar y Maj Field of Study</th>
<th>Dept</th>
<th>Residency</th>
<th>Max Amou nt</th>
</tr>
</thead>
<tbody>
<tr>
<td>T999999999</td>
<td>D</td>
<td>9999999999</td>
<td>Test1, Test</td>
<td>3</td>
<td>UG</td>
<td>BS-CPSC</td>
<td>EN</td>
<td>CPSC</td>
<td></td>
<td>R-In-state Resident</td>
<td>500</td>
</tr>
<tr>
<td>T999999998</td>
<td></td>
<td>9999999998</td>
<td>Test2, Test</td>
<td>9</td>
<td>GR</td>
<td>MS-ED-NTO</td>
<td>ED</td>
<td>EHRD</td>
<td>EAHR</td>
<td>N-Non-Resident</td>
<td></td>
</tr>
<tr>
<td>T999999997</td>
<td></td>
<td>9999999997</td>
<td>Test3, Test</td>
<td>9</td>
<td>GR</td>
<td>MS-ED-NTO</td>
<td>ED</td>
<td>EHRD</td>
<td>EAHR</td>
<td>R-In-state-Resident</td>
<td></td>
</tr>
<tr>
<td>T999999996</td>
<td></td>
<td>9999999996</td>
<td>Test4, Test</td>
<td>18</td>
<td>PR</td>
<td>DVM-VM</td>
<td>VM</td>
<td>VTMD</td>
<td>CLVM</td>
<td>R-In-state Resident</td>
<td>6000</td>
</tr>
</tbody>
</table>
Reports
Four Reports

- TWAPMTS Audit – after the 20th class day it will run including BPP data.
- A College Station Report will be developed to include all field data from the TWAPMTS Form (excluding all comments). Runs daily thru 12th class day.
- A Galveston Report will be developed to include all field data from the TWAPMTS Form (excluding all comments). Runs daily thru 12th class day.
- Student payments with invalid subsidiary or support account. Runs daily thru 12th class day.
Other Resources
COMPASS Forms

- TSAACCT – Account Review
- TSICONT – Contract Person Query
- TSIEXPT – Exemption Person Query
- TSICSRV – Customer Service Inquiry
- SFAREGS – Student Course Registration Form
- SGASTDN – General Student
Payment Corrections

- SBS should be notified of any potential processing issues before the 12\textsuperscript{th} class day fall/spring and 4\textsuperscript{th} class day for summer II sessions.
- Corrections will not be made by SBS if the department needs to change accounts after the 12\textsuperscript{th} class day.
- Processing issues identified during the audit will be addressed with the department and cleared up before the 20\textsuperscript{th} class day.
- Departments that need to submit corrections should create a DCR through FMO. DCR Training is available on the web at [http://finance.tamu.edu/fmo/voucher/training/DCR-Presentation.pdf](http://finance.tamu.edu/fmo/voucher/training/DCR-Presentation.pdf). Questions may be emailed to corrections@tamu.edu.
Processing Schedule

- Update access available beginning December 1, 2011
- Query access begins at 5:00 pm on February 1, 2012
- Payment priority audit begins on February 2, 2012
- Assistantship Audit begins February 2, 2012
- 3rd party IDT begins February 2, 2012 – Paper Process
- Estimated FAMIS processing February 27, 2012 – Core Receipts and payment reports
- Run TWAPMTS Audit with BPP data March 5, 2012
Questions?
Email Questions to: twapmts@tamu.edu

Website: Http://finance.tamu.edu/sbs/twapmts.asp

Thank You!