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.

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.

Key Block: Tuition, Waivers and Payments

Field	Description
Term:^	Required Field Enter year, campus code and term code for payment request. Example: 201211 (Spring CS-2011 term) Year (YYYY) Campus Code (1 – CS, 2-GV) Term code (1-spring, 2-summer, 3-fall)
User College/Division:^	Required Field Enter two digit College Code or two digit Division Code. Codes are based on user access and were derived from FAMIS codes found on form 006.
User Department:^	Required Field Enter Departmental Code. Codes are based on user access and were derived from FAMIS codes found on form 006.

Block 2: Contracts Tab //

Field	Description
Contract ID	System Populated Field This field will display a 9 digit contract ID

	based on the user college/division code and department.
	All contracts for College Station will begin with V9 and V7 for Galveston.
	If the field is blank the user will not be able to process contact payments based on the college/division and department codes from the key block.
Contract #	System Populated Field
	If a contract ID is available for the user to view then a contract number will display on the screen.
Contract Description	System Populated Field
	A brief description on the Contract number will be displayed If a contract ID and Contract # is available based on the college/division and department codes from the key block. The description will give the user an idea of what the student contract payment will cover.

Block 3: Contract Payment Details   //

Delete Indicator:	Optional Field.
	Enter "D" to delete a payment that was previously processed. Leave blank if you do not want to delete the payment requested.
	This is an editable field after the record has been saved.
Student ID:	Required field
	Enter UIN or COMPASS ID of student. The length of the ID cannot exceed nine characters.
	Once the record has been saved this is not an editable field.
Student UIN:	System Populated Field
Student Name:	System Populated Field
Total Billed Hours:	System Populated Field

	Sum of total billed hours for the term.
Level:	System Populated Field
Program:	System Populated Field
College:	System Populated Field
Primary Maj. Field of Study:	System Populated Field
	Displays the student primary major field of study.
Dept.:	System Populated Filed
	Displays the student primary major field of study department.
Residency:	System Populated Field
Max Amount:	Optional Field.
	Enter maximum amount of the payment you want applied to the student account. System will pay student according to contract authorized with this limit. Leave blank if there are no restrictions.
	Max Amount not to exceed 99,999.99.
	This is an editable field after the record has been saved.
FAMIS Acct.: ^	Required field
	Enter six digit FAMIS account number. Users can view all accounts affiliated with the department according to their access by using the LOV button.
	This is an editable field after the record has been saved.
Support Acct.: ^	Required Field
	Enter five digit FAMIS support account number.
	Users can view all support accounts associated with the FAMIS account and affiliated with the department according to their access. If there is not a support account available the user should enter all zeros in the field.

	This is an editable field after the record has been saved.
Object Code: ^	Required Field
	Enter in four digit FAMIS object code.
	Each user can view object codes by using the LOV button.
	This is an editable field after the record has been saved.
Comment:^	Optional Field.
	Enter any information that you want to reference regarding the payment.
	Maximum 51 characters.
	This is an editable field after the record as been saved.
	User will be able to use LOV button to view all previous notes saved.
User:	System Populated Field.
	When a record is being entered, edited and saved the user ID will be updated based on the current user. The system will not store the original user data after the records has been edited and saved.
Activity Date:	System Populated Field.
	Date is based on the last date the record was saved.
Contract Description	System Populated Field
	A brief description on the Contract number will be displayed. The description will give the user an idea of what the student contract payment will cover.

Block 2: Exemptions Tab   //

Field	Description
Exemption Code	System Populated Field
	This field will display an 8 digit exemption code based on the user college/division

	code and department.
	All exemptions for College Station will begin with 90 and 70 for Galveston.
	If the field is blank the user will not be able to process exemption payments based on the college/division and department codes from the key block.
Exemption Description	System Populated Field
	A brief description of the exemption will be displayed If an exemption code is available based on the college/division and department codes from the key block.

Block 3: Exemption Payment Details   //

Delete Indicator:	Optional Field.
	Enter "D" to delete a payment that was previously processed. Leave blank if you do not want to delete the payment requested.
	This is an editable field after the record has been saved.
Student ID:	Required field
	Enter UIN or COMPASS ID of student. The length of the ID cannot exceed nine characters.
	Once the record has been saved this is not an editable field.
Student UIN:	System Populated Field
Student Name:	System Populated Field
Total Billed Hours:	System Populated Field
	Sum of total billed hours for the term. User will use billed hours to determine if the student is eligible for the exemption payment.
Level:	System Populated Field
Program:	System Populated Field

College:	System Populated Field
Primary Maj. Field of Study:	System Populated Field Displays the student primary major field of study.
Dept.:	System Populated Filed Displays the student primary major field of study department.
Residency:	System Populated Field User must use the residency description to determine if the student is eligible for the exemption payment.
Spouse/Dep. Indicator:	Required Field (conditional) This is a required field only if the user is entering an exemption payment for a spouse or dependent of the employee hired on the assistantship. Click on the field box to add a check. Leave blank if this is not a spouse or dependent payment.
Employee UIN:	Required Field Enter the employee UIN of the person hired under the assistantship.
User:	System Populated Field. When a record is being entered, edited and saved the user ID will be updated based on the current user. The system will not store the original user data after the records has been edited and saved.
Activity Date:	System Populated Field. Date is based on the last date the record was saved.