

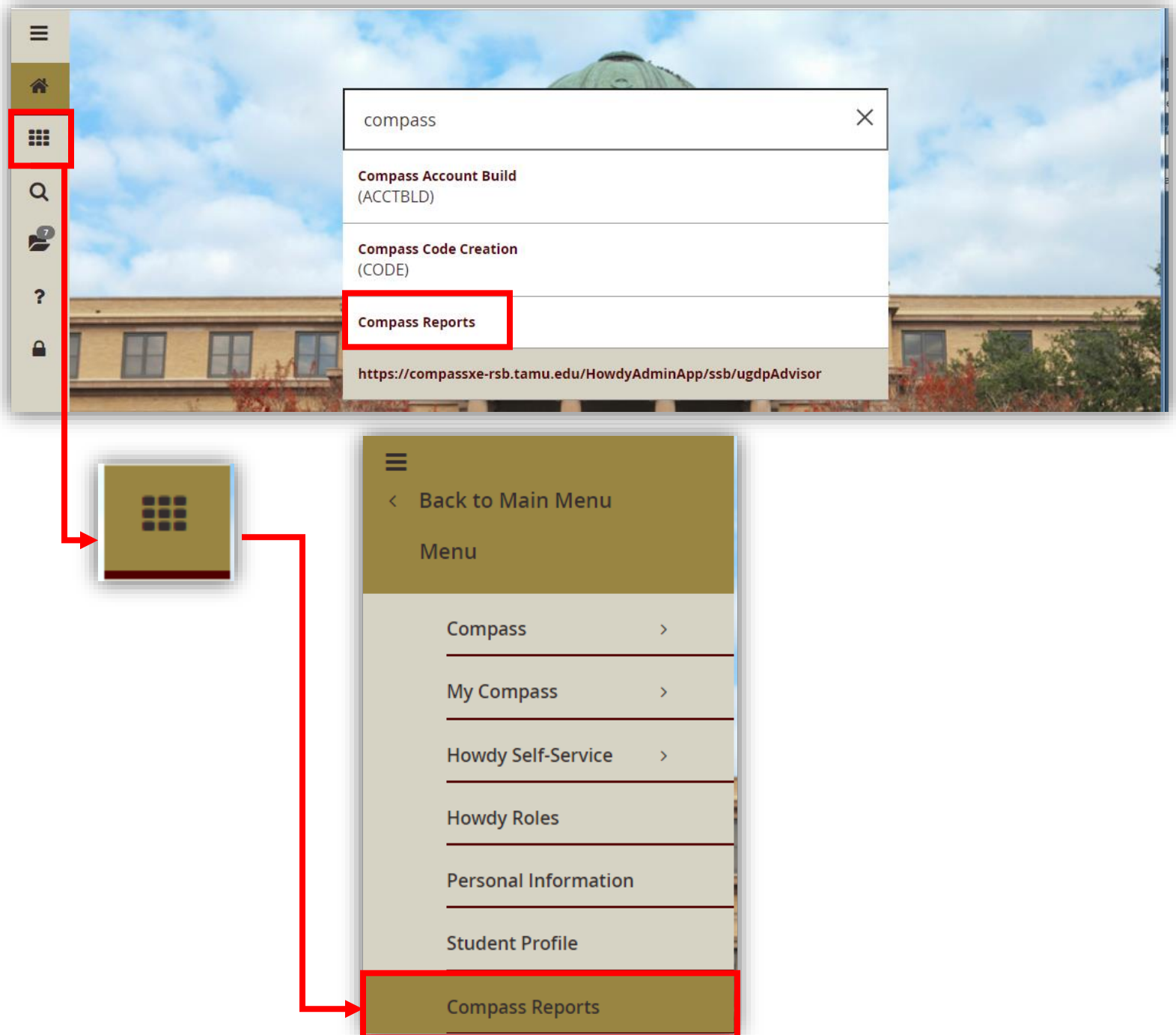
Pwt_036 Report Job Aid

Version 1.0 | Updated February 4, 2019

The purpose of this job aid is to provide TWAPMTS users with quick access to information needed to navigate and understand the 036 report. The 036 report shows all TWAPMTS Data including AR Contract Amount, AR Contract Balance, Student Term Amount and Student Account Balance.

Accessing Compass Reports

- **Compass Reports can be accessed through Banner 9.** You can search for it in the search bar or access it through the Applications Menu.



- **Once you have opened Compass Reports, you will see a list of the reports you have access to.** If you do not have access to the 036 report, please see the Requesting Access to Reports section on the TWAPMTS website here: https://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#Req_access_rpts

Search...
Total Count : 694

Report Name	Report Description	Last Report Date	Most Used
PWT_186_TWAPMTS_ACTIVE_USERS	TWAPMTS active users and their c...	October 16, 2018 10:53 AM	24
PWT_036_CS_TWAPMTS_TRANS_BATC	CS TAMU-sponsored students audit...	October 30, 2018 03:01 AM	5
PWT_029_ALL_WAIV_ASSIST_NOTELI	Audit students Not eligible with assi...	September 24, 2018 04:25 AM	10

- The report can be found listed with the other reports you have access to, or use the search box to find the report. Depending on your College Code, the report name will be one of the following:
 - **PWT_036_CS_TWAPMTS_TRANS_BATCH-** Batch report that shows all students with contracts entered in TWAPMTS for all CS colleges and departments.
 - **PWT_036_HC_TWAPMTS_TRANS_BATCH-** Batch report that shows all students with contracts entered in TWAPMTS for all HSC colleges and departments.
 - **PWT_036_GV_TWAPMTS TRANS BATCH-** Batch report that shows all students with contracts entered in TWAPMTS for all GV colleges and departments.

Navigating the PWT_036 Reports

- The reports will include all students entered on a TWAPMTS contract by college. For example, if you have access to a College Station department, your 036 report will show all students on a College Station contract for all College Station Colleges/Divisions and Departments.
- To find the information on your department, you will need to add Filters to the data in excel.

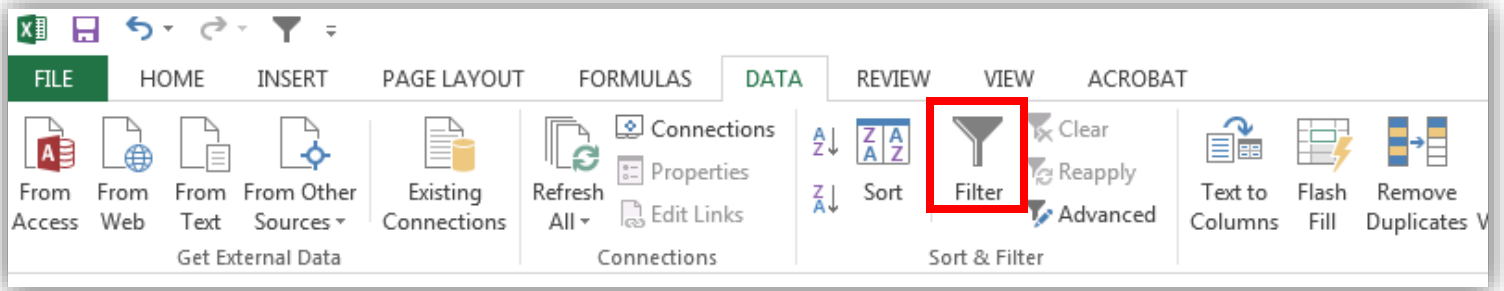
Adding Filters to the PWT_036 report

- Select the Data Tab on the Excel Ribbon.

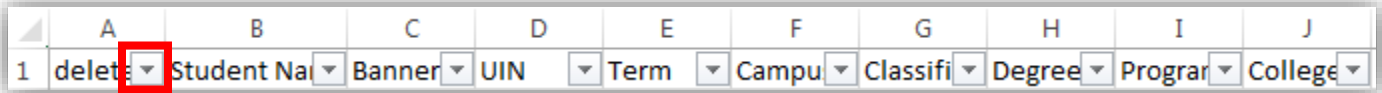
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number

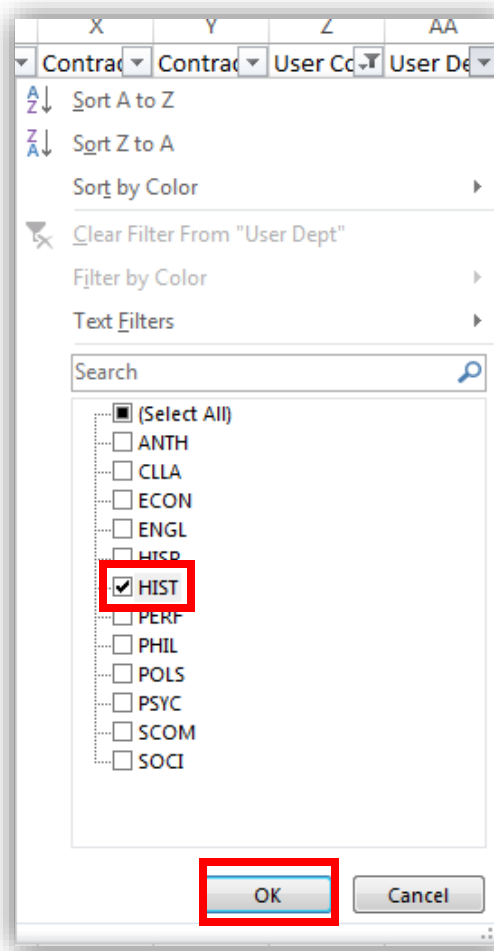
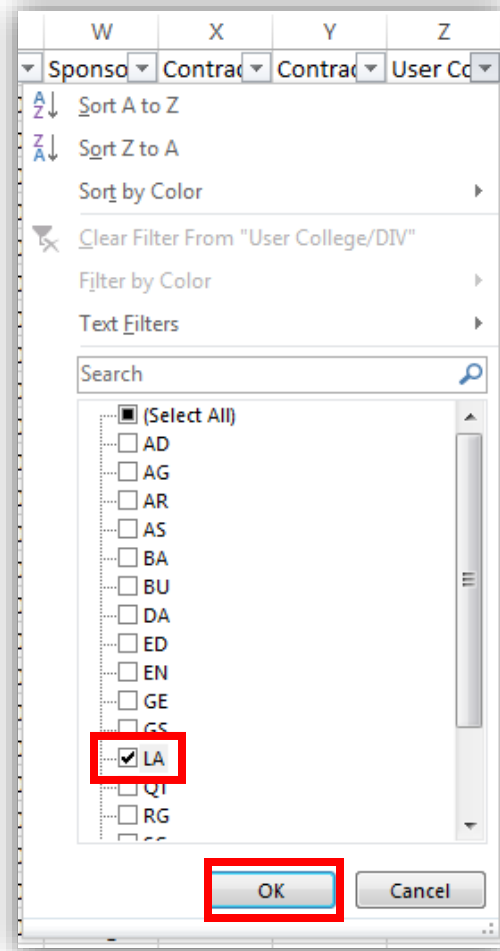
- Select Filter



- This will place a dropdown arrow on each column title



- You can then click on the dropdown arrow and filter by your College/Department



- Once you have filtered for your College/Department(s) you can review the data of your students that have been entered in TWAPMTS.

Data on the PWT_036_CollegeCode_TWAPMTS_TRANS_BATCH

- This report shows all TWAPMTS data including Degree Type, Credit Hours, Graduation Status, AR Contract Amount and AR Contract Balance. Exemple below:

	A	B	C	D	E	F	G	H
1	delete Ind Contracts	Student Name	Banner id	UIN	Term	Campus	Classification	Degree Type
2		Z			201831	CS	G8	PHD
3		Z			201831	CS	G8	PHD
4		P			201831	CS	G8	PHD
5	D	K			201831	CS	U4	
6		H			201831	CS	G8	PHD
7		W			201831	CS	G8	PHD
8		W			201831	CS	G8	PHD
9		W			201831	CS	G8	PHD
10		F			201831	CS	G8	PHD

- Delete Indicator, Student Name, Banner ID, UIN, Term, Campus, Classification, Degree Type

	I	J	K	L	M	N	O
1	Program	College	Primary Major	Department	Admit Term	Residency	Multi-Term Assessment Bill Hours
2	PHD-ED	ED	EDCI	TLAC	201531	R - In-state Resident	9
3	PHD-ED	ED	EDCI	TLAC	201531	R - In-state Resident	9
4	PHD-ED	ED	EDCI	TLAC	201831	R - In-state Resident	9
5	BS-ENTC-M	EN	ENTC	ETID	200231	R - In-state Resident	
6	PHD-ED	ED	EDCI	TLAC	201831	R - In-state Resident	9
7	PHD-LA	LA	SOCI	SOCI	201511	R - In-state Resident	9
8	PHD-LA	LA	SOCI	SOCI	201511	R - In-state Resident	9
9	PHD-LA	LA	SOCI	SOCI	201511	R - In-state Resident	9
10	PHD-GE	GE	GEOL	GEPL	201631	R - In-state Resident	9

- Program, College Primary Major, Department, Admit Term, Residency, Multi-Term Assessment Bill Hours

	P	Q	R	S	T
1	Multi-Term Assessment Student	Driver Term	Secondary Term(s)	Multi-Term Assessment Credit Hours	Graduation Status
2	N			9	
3	N			9	
4	N			9	
5	N				
6	N			9	
7	N			9	AC
8	N			9	AC
9	N			9	AC
10	N			9	

- Multi-Term Assessment Student, Driver Term, Secondary Term(s), Multi-Term Assessment Credit Hours, Graduation Status

	U	V	W	X	Y	Z	AA
1	Grad Status Desc	Sponsor ID	Sponsor Name	Contract No	Contract Desc	User College/DIV	User Dept
2		V97001000	College of AS, FAID dept	13	100% Fees Only	AS	FAID
3		V93004000	College of ED, HLKN dept	1	100% 9hrs Tuition	ED	HLKN
4		V93005000	College of ED, TLAC dept	1	100% 9hrs Tuition	ED	TLAC
5		V93004000	College of ED, HLKN dept	1	100% 9hrs Tuition	ED	HLKN
6		V93001000	College of ED, CLED dept	1	100% 9hrs Tuition	ED	CLED
7	Active Application	V95006000	College of LA, SOCI dept	10	100% All Tuition and Fees	LA	SOCI
8	Active Application	V95006000	College of LA, SOCI dept	13	100% Fees Only	LA	SOCI
9	Active Application	V95006000	College of LA, SOCI dept	1	100% 9hrs Tuition	LA	SOCI
10		V94003000	College of GE, GEOL dept	10	100% All Tuition and Fees	GE	GEOL

- Grad Status Description, Sponsor ID, Sponsor Name, Contract Number, Contract Description, User College/Division, User Department

	AB	AC	AD	AE	AF	AG	AH
1	Max Amount	System Part	FAMIS Acct	Support Acct	Object Code	Contract Comments	Last User Contract
2	1472	2		0	5915		
3	2457	2		0	5915	TWAPMTS:	
4	2457	2		0	5915	TWAPMTS: Assist/Re	
5	2457	2		0	5910	TWAPMTS:	
6	2457	2		0	5915		
7	800	2		0	5915		
8	400	2		0	5915		
9	2457	2		0	5915		
10	3936	2		1	6032		

- Max Amount, System Part, FAMIS Account Number, Support Account Number, Object Code, Contract Comments, Last User Contract

	AI	AJ	AK	AL	AM
1	Last Activity Date Contract	Contract Amount	Contract Balance	Student Term Amount	Student Term Balance
2	11-Nov-18	1472	0	4529	0
3	11-Nov-18	2457	0	4529	0
4	21-Aug-18	2457	0	4689	0
5	29-Aug-18				
6	31-Jul-18	2457	0	4626.74	0
7	11-Nov-18	800	0	3683	0
8	11-Nov-18	400	0	3683	0
9	11-Nov-18	2457	0	3683	0
10	17-Aug-18	3936	0	3936	0

- Last Activity Date Contract, *Contract Amount, *Contract Balance, *Student Term Amount, *Student Term Balance

	AN	AO	AP	AQ	AR
1	Exemption Code	Del Ind Exemption	Sp/Dept indicator	Employee UIN	Last Activity Date Exemption
2					
3					
4					
5					
6					
7					
8					
9					
10					

- **Exemption Code, Delete Indicator Exemption, Spouse/Dependent Indicator, Employee UIN, Last Activity Date Exemption**

Column Explanations

- All of the information listed on the report can be useful when entering students in TWAPMTS.
 - **Delete Indicator:** Indicates whether a contract has been removed from the student’s account or not
 - **Student Name:** The full name of the student entered on a contract
 - **Banner ID:** T-Number of the student entered on a contract
 - **UIN:** The UIN of the student entered on a contract
 - **Term:** The current term
 - **Campus:** The campus the contract has been entered on
 - **Classification:** The classification of the student entered on the contract
 - **Degree Type:** The student’s degree type
 - **Program:** The program the student is currently enrolled in
 - **College/Department:** The college and department that the student is currently enrolled in
 - **Primary Major:** The student’s primary major
 - **Admit Term:** The term the student was admitted into the University
 - **Residency:** The student’s current residency status
 - **Multi-Term Assessment Bill Hours:** The current Bill hours on the student’s account (includes MTFA)
 - **Multi-Term Assessment Student:** Y/N if the student is enrolled as a multi-term fee assessment student
 - **Driver Term:** The main term the student is registered through
 - **Secondary Term(s):** The secondary term on the student’s account
 - **Multi-Term Assessment Credit Hours:** The amount of credit hours the student is registered for
 - **Graduation Status/Description:** The current status and description of the student’s graduation status
 - **Sponsor ID:** The contract ID of the contract entered in TWAPMTS
 - **Sponsor Name:** The College/Division and Department that entered the contract on the student account
 - **Contract Number:** The contract number placed on the student account
 - **Contract Description:** The description of the contract entered
 - **User College/Division:** The College/Division of the TWAPMTS user
 - **User Department:** The Department of the TWAPMTS user
 - **Max Amount:** The maximum amount placed on the student contract
 - **System Part:** The system part of the FAMIS account entered
 - **FAMIS Account Number:** The FAMIS account number entered to cover the student contract
 - **Support Account Number:** The support account that goes with the FAMIS account number entered

- **Object Code:** The Object Code associated with the FAMIS account entered
- **Contract Comments:** The last comment entered on the student contract
- **Last User Contract:** The last user to make an adjustment on the contract
- ***Contract Amount:** The amount that the TWAPMTS contract is covering on the student's account
- ***Contract Balance:** The current balance due by the department on a specific contract- This is the amount to check prior to TWAPMTS pull as this will be the amount taken from the FAMIS account number entered in TWAPMTS.
- ***Student Term Amount:** The total amount due on the student's account for the current term. This amount includes Tuition (resident and non-resident), fees, housing, meal plans, parking permits, etc.
- ***Student Term Balance:** The current balance due on the student's accounts after the contracts have been applied and any payments have been made
- **Waiver Code:** The code of the waiver entered on a student's account
- **Delete Indicator Waiver:** Indicated if a waiver has been removed from the student account or not
- **Spouse/Dependent Indicator:** Indicates if the person on the waiver is a spouse or dependent
- **Employee UIN:** The UIN of the employed spouse, mother/father
- **Last Activity Date Waiver:** The last activity date of the waiver entered don the student account

Things to Note

- *These reports should be monitored through the end of the semester in case there are any changes made to the student's account.*
- **Important Columns to Review on PWT_036_CollegeCode_TWAPMTS_TRANS_BATCH**
 - ***Column AJ- Contract Amount**
 - The amount listed in column AJ shows the amount that the contract is currently paying on the student's account.
 - ***Column AK- Contract Balance**
 - The amount listed in column AK shows the current amount due by the department.
This is the amount that will be pulled form FAMIS during the FAMIS pull of funds
 - ***Column AL- Student Term Amount**
 - The amount listed is the total amount due on the students account for the current term. This includes resident and non-resident tuition, all required fees, housing, meal plans, parking permits, sports passes, etc.
 - ***Column AM- Student Term Balance**
 - The amount listed is the current balance due on the student's account after the contract and any other payments have been applied. This Balance can also be seen on Compass screen TSICSRV