Welcome & Thank you for Attending

Income Accounting and Student Loan Services
On-Line Tuition Authorizations

Agenda

• Course Objectives
• Contact Information
• CIS Access
• Getting Started
  – A View of Department Tuition Authorization Screen
• Posting Tuition Authorizations
• Audit and Approvals
  – Department Tuition Authorization Report Screen
• Questions, Comments, Concerns
Total Course time: 60 Minutes

Course Objectives

• After course, participants will have access and be prepared to:

  – Process Online Tuition Authorizations
  – Monitor All Tuition Authorizations Posted To Department Org ID
  – Make Changes To Authorizations As Needed
  – Audit Entries/Changes
How We Fit Into Our Organization

The Functions Of Income Accounting & Student Loan Services

- Process tuition payments.
- Receipt various payments for students, loan, insurance, and miscellaneous payments for customers.
- Process student loans and send refund checks.
- Process bank transactions.
- Bill students and third parties for tuition, and borrowers for various loans and dishonored checks.
- Cash checks for students, staff, and faculty.
- Sell and disburse travelers checks to staff and faculty.
- Prepare, bank, and book departmental deposits, for most of the campus.

Contact Information

- Brenda Borg – 585-5738
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CIS Access: Getting Security

- Employee processing online tuition authorizations must have access to CIS.
- Authorized employees must provide to Income Accounting & Student Loans their:
  - Employee ID #
  - Phone Number
  - Valid e-mail address
  - Department ORG ID
  - List of chart fields

Getting Started

- Once Security is approved:
- Employee will sign on to CIS system.
- Select employee tab.
- Select "Department Tuition Authorization", under Student Financials.
Posting Tuition Authorizations

- Enter student ID number.
- Select the appropriate chart field.
  - If not listed, contact Income Accounting
- Enter the amount or percentage you are authorizing for each student.
- Answer all the questions.
- Save the information.
- Add more students as needed.
Viewing the Questions

• Click onto the question mark to view an individual student’s answers.
Viewing All Student Questions

• Click onto “Show Questions” to view the answers for all of the students you have listed.

Audit and Approval

• Reports need to be printed, signed and submitted to Income Accounting & Student Loans twice a term.
  – First: Two weeks after tuition due date.
  – Second: At the end of term.
• The department approver is responsible to ensure that the information on the list is valid and accurate.
• The completed/signed signature page will be compared to the date time stamp on file, to confirm no changes have been made, before the final approval will be accepted.
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By the signature below, the individual designated in the above student's name as responsible for student authorization must be authorized to pay by either check or card.

[Signature]

Date: [Date]

Questions
Comments
Concerns