

# Campus Solutions and Your Housing System

They do what?

Presented by: Todd Rever

# University of Ottawa

- Primary Campus in Ottawa within walking distance of Parliament Hill
  - 37 main buildings
  - 3200 housing beds
- Largest bilingual (English-French) University in the world
  - 69% English
  - 31% French
- Student Population
  - 36k Undergrad
  - 7k Graduate
  - 204K Alumni
- On Campus Solutions one year (literally!)



# Your Presenter

- Todd Rever
- Long time, experienced, seasoned, veteran (read old) IT professional
  - Served in many positions (development, DBA, Management, Executive)
  - Multiple Industries
  - Also served time in operations
- @ University of Ottawa 4 years
  - Both IT and Operations
  - Specialist in Finance
  - Student Finance Project Lead Campus Implementation
- Love my job
- Ironman - full distance triathlete (@coachswizzle)
- [trever@uottawa.ca](mailto:trever@uottawa.ca)
- Presentation Style? Free-Flowing. Feel free to interrupt.

## Does this sound familiar?

- This interface should be “easy”
  - Different type of business
  - Transactions “move” freely
  - Charges / payments / credits are not always clear
  - Integration but autonomy
  - Need to be able to connect student files between systems
  - Very term based business
  - Many transactions are prorated

# Short Survey

- Already on Campus Solutions
- Moving to Campus Solutions
- Already Interfaced to Housing
- Planning to Interface to Housing

# What we will cover?

- Concepts
  - Group posting
  - Credits/payments
  - Reversals
  - Charge Priorities
  - Permission Lists
- Don't worry if you do not understand
- Be patient if you do understand
- Delivered and custom interfaces
- General concepts - not a ton of specific details
- 3 things....
- Anybody want to volunteer success criteria?

# Exchanging data

- Inbound
  - Delimited file
  - Three times daily
  - Loaded into a staging table
  - Charges / Reversals / Adjustments / Deposits
- Outbound
  - Delimited file
  - Three times daily
  - Payments / Tracer numbers

0	STANTON	300015072	2017-10-18	2017-12-22	401000000000		2017-10-17	D	2151.96	Kx9210 Residence Fees - Fall	350711	201234	C	118592	2017	2018
0	STANTON	300015072	2017-10-18	2017-12-22	400000000001		2017-10-17	D	7.83	Kx9210 Residents Association - Fall	350711	201235	C	118592	2017	2018
0	STANTON	300015072	2017-10-18	2017-12-22	401000000000		2017-10-18	C	1787.50	Kx9210 Residence Fees - Fall	350711	201340	C	118593	2017	2018
0	STANTON	300015072	2017-10-18	2017-12-22	400000000001		2017-10-18	C	7.83	Kx9210 Residents Association - Fall	350711	201341	C	118593	2017	2018

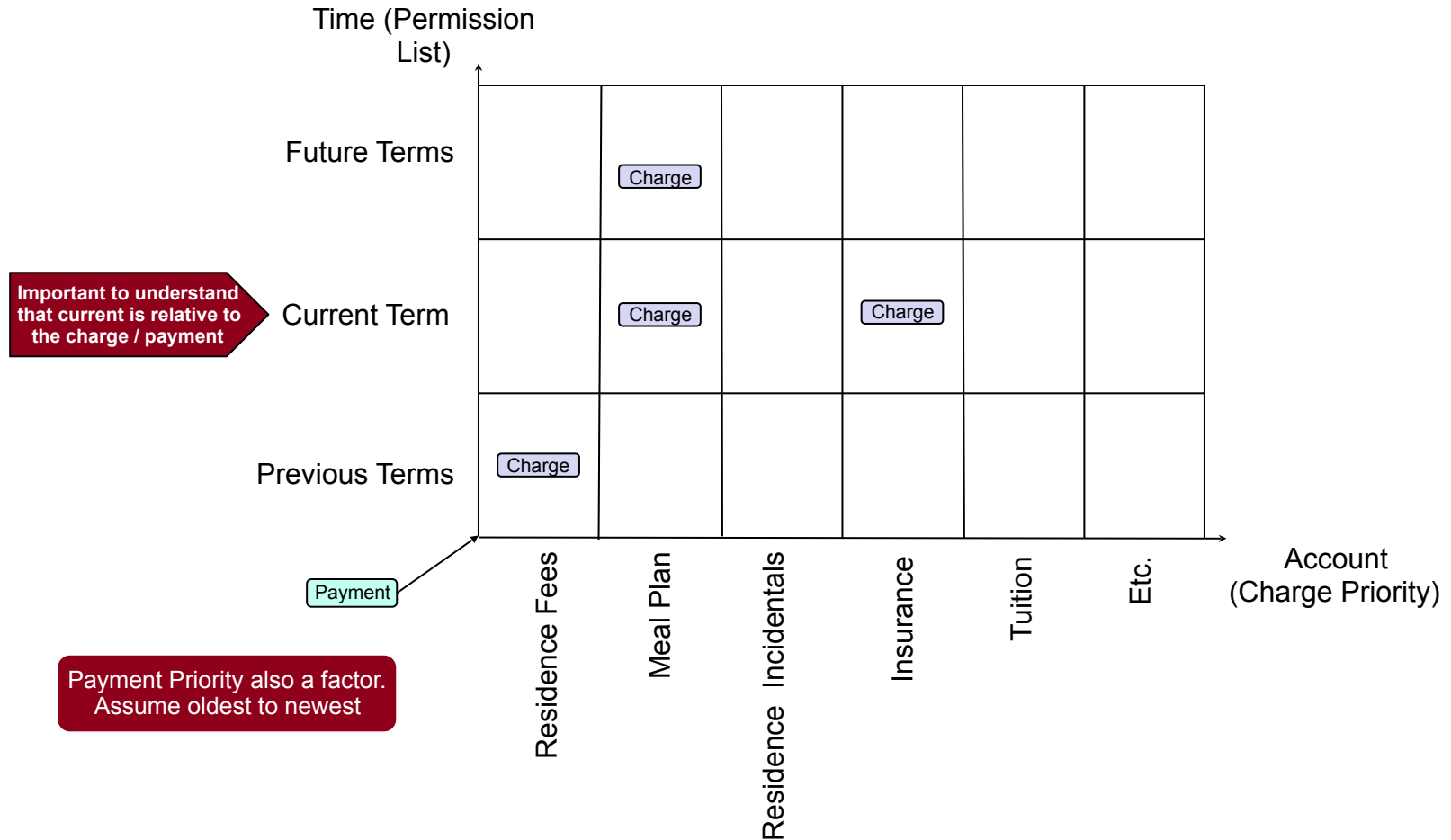
↑ Tracer    ↑ House    ↑ Student    ↑ Date Range    ↑ Item Type    ↑ Employee    ↑ Eff Date    ↑ C/D    ↑ Amount    ↑ Description    ↑ School    ↑ Batch    ↑ C/P    ↑ Transaction    ↑ Academic Year

# Understanding Group Entries

- Table driven - GROUP\_CONT, GROUP\_LINE
- Groups of entries must be all charges or all payments. Not mixed.
- "Charges" can be negative
- Multiple group posting ID's must be "reserved" in advance
- Reversals "can" be done. Rules are tricky
  - Method 1
    - Reversal flag on
    - Same item number as original charge
    - Amount = negative
  - or
  - Method 2
    - Setup SACR -> SF Business Unit -> Posting setup -> Ref Debit Item Flag



# Understanding “Payments”



# Housing setup

- Item type mapping
  - Housing transaction codes need to be mapped to Campus Item Types
- Transaction date(s)
  - Each transaction needs an effective date (or range)
  - We derive the account term from the date range
- Type of transaction (Charge / Payment - Credit / Debit)
  - Each transaction needs to be tagged as a charge or payment (debit / credit)
- Student ID
  - Each transaction needs a valid Student ID

# Housing setup

- Smart Coding - Ref Field

Line Nbr: 1

ID: [Redacted]

Balance: [Redacted]

Account Type: RES Residence

Item Type: 400000000007 Door opening

Amount: 15.00 CAD Currency Detail

Term: 2179 2017Fall

Ref Nbr: 90U-Kx9272

## Payment Information

Payment ID: [Redacted] Payment Details

Pay Method: [Dropdown]

Academic Information

Application Information

Tender Details

400000000002	Administrative fee
400000000003	Charge for storage
400000000004	Cleaning
400000000005	Compensation Conv. Residences
400000000006	Damage
400000000007	Door opening
400000000008	Early Termination Penalty
400000000009	Late cancellation
400000000010	Late payment - Housing
400000000011	Lock Change
400000000012	Loss of deposit
400000000013	Lost of key
400000000014	Miscellaneous charge – Linen
400000000015	Noise Disturbance
400000000016	Room Change
400000000017	Room Fees - Supplementary Stay
400000000018	Room fees for early arrival

# Assessing the inbound file

- Treat handshake lines
- Load file into staging
- Net out transactions where possible
  - Same student / term / Item Type (including credits)
  - Sum
- Load Charges first
- Load “payments” second
  - Assign Item types where required using keywords
- Load Deposits last

# Campus Solution Setup

- Our approach - Offered the maximum flexibility for us.
  - Some trade offs but benefits were higher
- Combination of delivered methods to “control” movement of money
  - Tree Manager (or smart coding for Item Types)
  - Charge Priority
  - Permission Lists
- Mod to assist with permission list
- Link charge Item types to credit item types
  - Every charge Item Type has a sibling credit Item type
  - GL information is reversed (Credit Debit)
  - Keyword assignment to link them keeps them dynamic

# Permission list mod – Payment applier

- Delivered process is single student / single record at a time
- Only one table - STDNT\_WAVR\_FORM
- Can be run with a single student number or in batch
- Selection criteria via standard query
- Creates 2 records in Permission lists
  - 1 active
  - 1 inactive
  - One day apart
- Automatically runs payment applier

Selection Tool:

PS Query

Query Name:

## Parameters for Waiver

\*Academic Institution \*Waiver Form \*From Date \*To Date



# Campus Item Type Setup

Initial Setup | Amount Edits | Miscellaneous | External Awards | Posting Restrictions | Account Types | GL Interface

SetID: UOTTA  
Item Type: 400000000001

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1901 \*Status: Active

\*Description: Residents Association

\*Short Desc: Residents

Keywords: 1. 2. 3. 3400000001

☐ Tuition Deposit  
☒ GL Interface Required  
☐ Course Class Specific

**Classification**

☐ Application Fee ☐ Payment  
☐ Billing ☐ Pay Plan Credit  
☒ Charge ☐ Pre-Paid Tuition  
☐ Contributor Relations ☐ Transfers  
☐ Deposit ☐ Refund  
☐ Financial Aid ☐ Waiver  
☐ GL Interface Only ☐ Withholding  
☐ Interest ☐ Write-off

**Accounting Date Options**

\*Accounting Date Control: Maximum(Accounting Dt, Run)  
Accounting Date ID: AD1

Initial Setup | Amount Edits | Miscellaneous | External Awards | Posting Restrictions | Account Types | GL Interface

SetID: UOTTA  
Item Type: 340000000001

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1901 \*Status: Active

\*Description: Residence Fees Assoc. - Credit

\*Short Desc: Residence

Keywords: 1. 2. 3. 3400000001

☐ Tuition Deposit  
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**Classification**

☐ Application Fee ☒ Payment  
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☐ GL Interface Only ☐ Withholding  
☐ Interest ☐ Write-off

**Accounting Date Options**

\*Accounting Date Control: Run Date  
Accounting Date ID:

GL is mirror image of charge

## Creating the posting group(s)

- Reserve group ID's (3)
- Load charges first
- Load "Payment" transactions next
- Load deposits last
- Create a job set to run posting on a specific group type

# Log EVERYTHING!

- Robust log files will save your bottom!

```
Input File           : KX_9205.txt
Log File             : KX_9205.log
Number Rows read     : 14
Number Rows ignored  : 4
Number Rows with Errors : 0
Number Handshake Rows read : 0
Number Handshake Errors : 0
```

Group ID = 00000000000000

## Rows Ignored

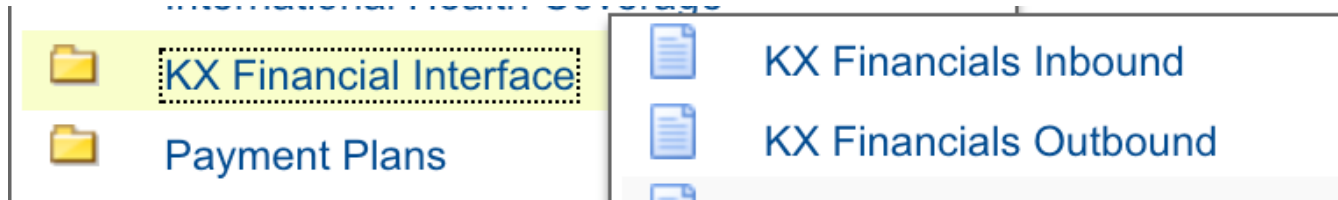
4  
7  
8  
11

## Errors







## Only Post on success

- Totally a decision point but uOttawa made the decision to fail the entire file on any error instead of posting a partial file. We found this made it easier to correct issues and re post.







<b>Effective Date:</b>	01/01/1901	<b>Status:</b>	
<b>Permission Form:</b>	HOUSING 	Housing / Meal Plan Permission	
<b>*Tree Node</b>	RESIDENCE HOUSING 	<b>*Priority:</b>	
<b>Current Term:</b>	Yes 	<b>Amount:</b>	
<b>Prior Term:</b>	Permission 	<b>Amount:</b>	
<b>Prior Year:</b>	Permission 	<b>Amount:</b>	
<b>Future Term:</b>	Permission 	<b>Amount:</b>	

