



MOTT COMMUNITY COLLEGE

JOB AID



Refunds for Individuals

RFND

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RFND-AR Refund

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
 777 Heaven Lane Flint MI 48507

AR Type: STDRC Stud Term: Fall 2007 Unappr Amts: 0.00
 Voucher: V0316247 Status: Acct Balance: 260.25-


Refund Date: 07/10/07
 Maint Date:
 Due Date: 07/10/07
 AP Type:
 Refund Amt: 260.25
 Name/Addr: X


Approvals: 1
 Comments:
 Ref No: 1
 Refund Rsn:
 Account Inquiry:
 Related Vouchers:

Payment	Payment Amt	Term	Date	Source	Reference No
<input type="checkbox"/> No	974.75	2008/2	06/20/07	Cash	000391496
Total		1,616.75			

Credit	Credit Amt	Term	Date	Invoice No	Description
<input type="checkbox"/> No	1,616.75	2008/2	07/10/07	001434005	Registration - 2008/2
Total		3,060.00			

Refund Override Login/Password:

 Required Field

 Optional

All Fields in Red MUST be filled in.

 Field Not Used

Procedure Information:

Title: REFUND
 Mnemonic: RFND
 File Name: JA_RFND.PPT
 Application: ST-AR-ARM-RFND
 Primary Dept: Cashiers
 Effective Date: July 10, 2007
 Revision Date:

Purpose:

Use the AR Refund (RFND) screen to refund a credit balance for an AR account. If you specify a term, the account must have a credit balance for the specified term. If no term is entered, the account must have an overall credit balance.

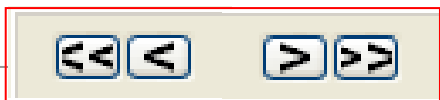
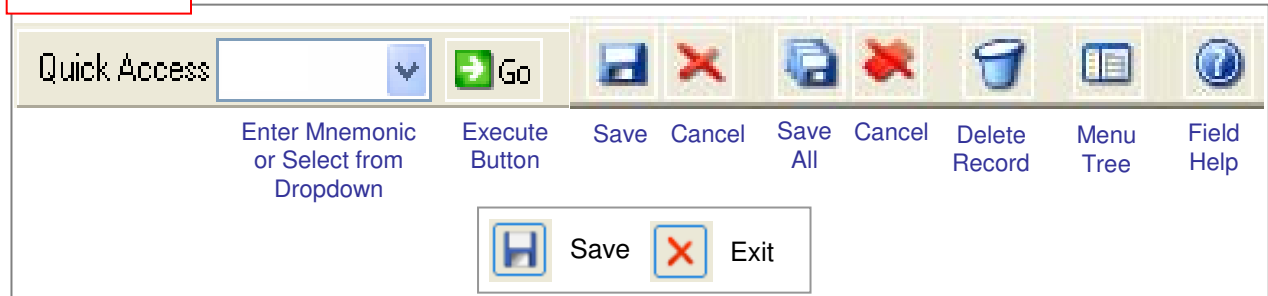
Summary Steps

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Login to Datatel. Click APP, then Click ST. Type "RFND", click GO. 2. <u>Important to watch:</u> <ul style="list-style-type: none"> ➤ Payment Types ➤ Financial Aid Releases ➤ Verify Credit Hrs ➤ Outstanding Balance from prior terms 2. AR Account Holder: Enter Student Name, or Datatel Id, or SS# 3. Click "OK" to accept 4. Person Lookup Screen: Click on appropriate person 5. Click "OK" to accept 6. AR Types: Enter AR type using the <i>LOOKUP</i> function or enter <i>STDRC</i> for credit classes 7. Click "OK" to accept | <ol style="list-style-type: none"> 8. Term Lookup: Enter appropriate term
If Term is not entered, Datatel will search all terms 9. Click "OK" to accept 10. Voucher Lookup or Add: Enter "A" for new refund or use Lookup function (...) if student has already had a refund 11. Alert Box: Alert box will appear until accounts from previous year have been closed. 12. RFND screen 13. Header will display AR Account holder info. 14. AR type : Self Populates from step #2 (STDRC for credit) 15. Voucher Number: Self Populates 16. Term : Populates from step #6 17. Refund Date: Self Populates (system date) | <ol style="list-style-type: none"> 18. Maintenance Date: Not used at this Time 19. AP Type: Lookup function (...) Choose correct AP type from List presented 19. Refund Amount: Self populates from ARTI 20. Name & Address: Dropdown to VADR screen: voucher address of account holder <ul style="list-style-type: none"> ➤ <u>VERIFY Address to send voucher too</u> ➤ <u>Make corrections if necessary</u> 21. Account Balance: Self populates <ul style="list-style-type: none"> ➤ Amount should be negative 22. Approvals: Not Used 23. Comment: (optional) Free form entry, <i>not used in Datatel reports</i> 24. Ref. Number: <i>Not Used</i> 25. Refund Reason: (Drop down box) Choose correct reason . |
|---|---|--|

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***“Italic”***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record



Course Levels 100 Beginning L

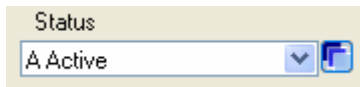
DROP DOWN LIST – Click **Icon**, Click **item** on the list.

100	Beginning Level
200	Advanced Level
CE	Continuing Ed
DEV	Developmental



Course Levels 100 Beginning L

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.



CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.

Original Function Keys

Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



Datatel Login

Enter a User ID and Password:

User ID:

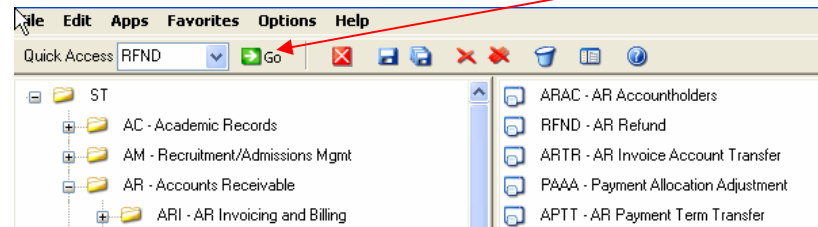
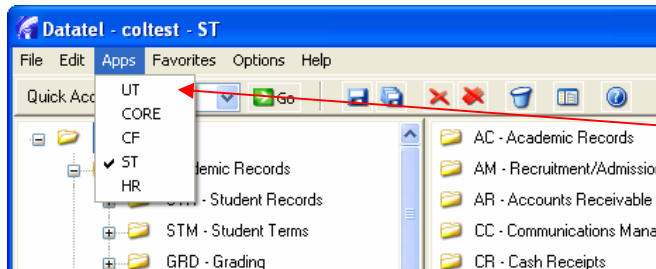
Password:

Database: collive

OK Cancel

Step 1: Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**
 - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **RFND**
7. Click **Go**



RGN-Registration RGBS-Registration Billing Summary

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
777 Heaven Lane Flint MI 48507

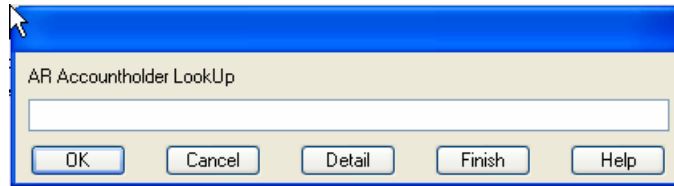
Course Section	Title	Stat	Term	Total	New Charges
1 BUSN-121-01	Windows Deskto	N	2008/2	164.10	0.00
2 SOCY-191-17	Intro Sociolog	N	2008/2	246.15	0.00
3 BHSR-100-01	Health Care Sy	N	2008/2	246.15	0.00
4 ENGL-231-01	Amer Literatur	N	2008/2	246.15	0.00
5 ENGL-210-01	Children Lit	D	2008/2	0.00	-246.15
6 MATH-160-03	Intern Algebra	N	2008/2	328.20	0.00
7					

Groups	Bill Period	Total	New Charges
1 IN.DIST In District	2008/2	1,356.50	-260.25
2			
3			
4			
5			
6			
Totals		1,356.50	-260.25

Controller Course Section Value 1/6

Most common reason for RFND is a dropped class. Which can be checked on RGN screen

Job Aid: Refunds for Individuals – RFND



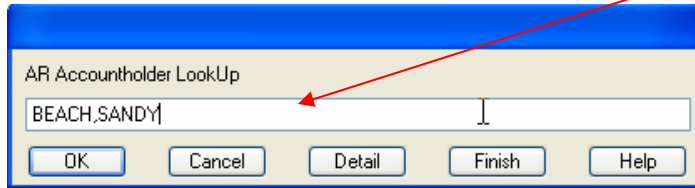
AR Account Holder Lookup

Empty text input field

Buttons: OK, Cancel, Detail, Finish, Help

Step 2. AR Account Holder: **Enter** Student Name, or SS# or Datatel Id

Step 3. **Click** *OK*



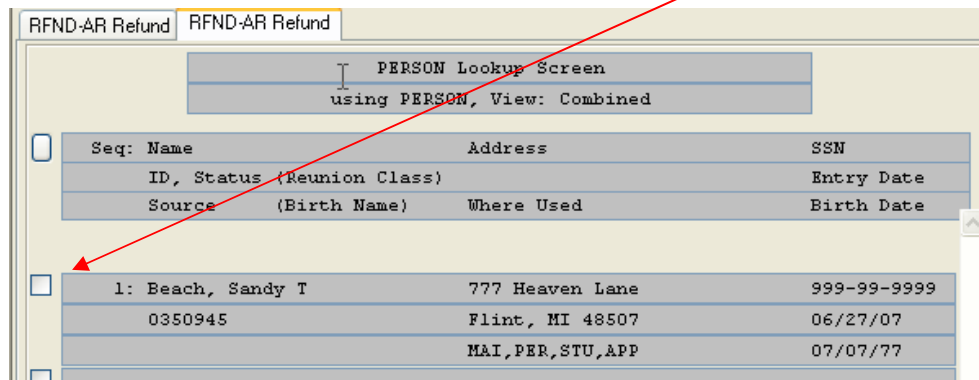
AR Account Holder Lookup

BEACH,SANDY

Buttons: OK, Cancel, Detail, Finish, Help

Step 4. Person Lookup Screen: **Click** Correct Id

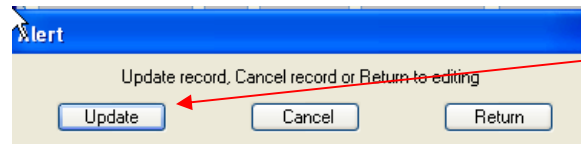
Step 5. **Click** on correct ID



PERSON Lookup Screen
using PERSON, View: Combined

Seq	Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
1:	Beach, Sandy T	777 Heaven Lane	999-99-9999
	0350945	Flint, MI 48507	06/27/07
		MAI,PER,STU,APP	07/07/77

5a. **Save** 



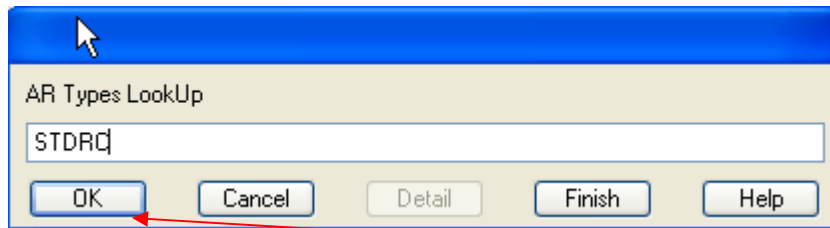
Alert

Update record, Cancel record or Return to editing

Buttons: Update, Cancel, Return

5b. **Update**

Job Aid: Refunds for Individuals – RFND

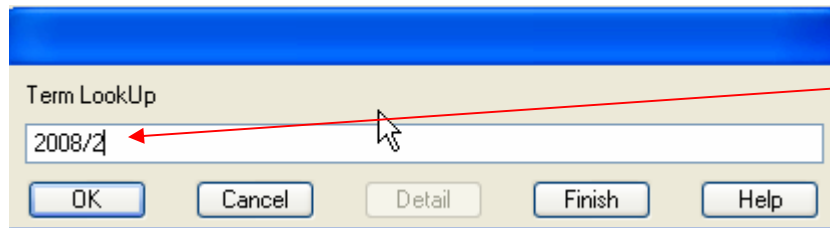


AR Types LookUp

STDRQ

OK Cancel Detail Finish Help

Step 6. **AR** Types: **Enter** AR type using the LOOKUP function
Or
Enter *STDRQ* for credit classes



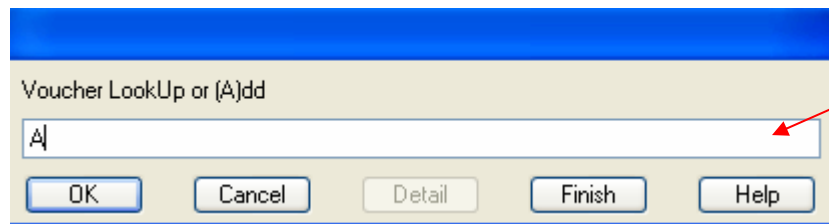
Term LookUp

2008/2

OK Cancel Detail Finish Help

Step 7. **Click** "OK"

Step 8. **Term:** **Enter** a specific term to focus refund e.g. 2008/2
► If left blank, Datatel will look through all terms



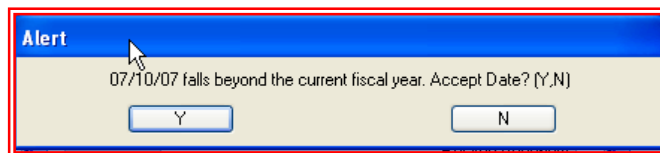
Voucher LookUp or (A)dd

A

OK Cancel Detail Finish Help

Step 9. **Voucher Lookup or Add:** **Enter** an "A" if this is a **NEW VOUCHER TO BE REQUESTED** or use Look-up function **TO** inquire only on prior vouchers requested

Step 10. **Alert Box** will appear until after Accounting has closed the prior physical year. **Click** Y (yes)



Alert

07/10/07 falls beyond the current fiscal year. Accept Date? [Y,N]

Y N

Job Aid: Refunds for Individuals – RFND

RFND-AR Refund

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
 777 Heaven Lane Flint MI 48507

AR Type: STDRC Stud Term: Fall 2007 Unappr Amts: 0.00
 Voucher: V0316247 Status: Acct Balance: 260.25-

Refund Date: 07/10/07
 Maint Date:
 Due Date: 07/10/07
 AP Type:
 Refund Amt: 260.25
 Name/Addr: X

Approvals: 1
 Comments:
 Ref No: 1
 Refund Rsn:
 Account Inquiry:
 Related Vouchers:

Payment	Payment Amt	Term	Date	Source	Reference No
1 No	974.75	2008/2	06/20/07	Cash	000391496
Total		1,616.75			

Credit	Credit Amt	Term	Date	Invoice No	Description
1 No	1,616.75	2008/2	07/10/07	001434005	Registration - 2008/2
Total		3,060.00			

Refund Override Login/Password:

► **Verify information in header before proceeding**

Step 14. AR Type: Self populates from Step #2 or use LOOKUP (...) function

Step 15. Voucher Number: Leave blank will self populates from system

Step 16. Term: Self populates from Step #6

Step 17. Status: Will populate after original refund is *Updated*

Step 18. Unappr Amts: Not used at this time

Step 19. Acct Balance: Self Populates
 ► credit balance amount will be negative

Job Aid: Refunds for Individuals – RFND

RFND-AR Refund

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
777 Heaven Lane Flint MI 48507

AR Type: STDRC Stud Term: Fall 2007 Unappr Amts: 0.00
Voucher: V0316247 Status: Acct Balance: 260.25

Refund Date: 07/10/07
Maint Date: Due Date: 07/10/07
AP Type: Refund Amt: 260.25
Name/Addr: X

Approvals: 1
Comments: Ref No: 1
Refund Rsn: Account Inquiry: Related Vouchers:

Payment	Payment Amt	Term	Date	Source	Reference No
RFND-AR Refund	RFND-AR Refund				
File Resolution (Standard) using AP.TYPES, View: AP.TYPES					
<input type="checkbox"/>	Seq:	Item ID	Description		
<input type="checkbox"/>	1:	ARC	Continuing Ed.-A/R Refunds		
<input checked="" type="checkbox"/>	2:	AR	Student Receivables		
<input type="checkbox"/>	3:	DREF	Sponsor Deposit Refund		

Step 20. Refund Date: Self Populates with System Date

Step 21. Maintenance Date: Not used on original refund

Step 22. AP Type: Enter LOOKUP function and choose from List presented

Step 23. Refund Amount: Self Populates from ARTI
**This may be changed to a lesser value if necessary*

Step 24. Name /Addr: Enter on drop-down icon. Name and address for voucher. Can be changed if voucher goes to someone else. Verify mailing Information

RFND-AR Refund VADR-Voucher Address

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
777 Heaven Lane Flint MI 48507

Payee Name: 1 Sandy Beach
Address: 1 777 Heaven Lane
CSZ: Flint MI 48507 USA

Job Aid: Refunds for Individuals – RFND

RFND-AR Refund

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
777 Heaven Lane Flint MI 48507

AR Type: STDRC Stud Term: Fall 2007 Unappr Amts: 0.00
Voucher: V0316247 Status: Acct Balance: 260.25

Refund Date: 07/10/07
Maint Date:
Due Date: 07/10/07
AP Type:
Refund Amt: 260.25
Name/Addr: X

Approvals: 1
Comments: 1
Ref No: 1
Refund Rsn: [Redacted]
Account Inquiry:
Related Vouchers:

Payment	Payment Amt	Term	Date	Source	Reference No
1 No	974.75	2008/2	06/20/07	Cash	000391496
Total		1,616.75			
Credit	Credit Amt	Term	Date	Invoice No	Description
1 No	1,616.75	2008/2	07/10/07	001434005	Registration - 2008/2
Total		3,060.00			

Refund Override Login/Password: [] []

Step 25. Approvals: Not used at this time

Step 26. Comments: Free form entry of comments, not used In Datatel reports

Step 27. Refund Rsn: **CLICK** on drop down menu and select correct entry

Step 28. Account Inquiry: **Drop down** menu to other screens

► Inquiry Screens are “look only”

OVCHG Overcharged
FA Fin Aid Refund
STPND Stipend Disbursal
PARK Parking Fine Return
ADJ Bill Adjustment
ADV Cash Advance
RDEP Room Deposit Return
MDEP Meal Plan Deposit Return
KDEP Key Deposit Return
CP CoPayable FinAid Check
GDEP GEOL KIT Deposit Refund
PDEP PSYC CD Deposit Refund
PTT Prior Term Transfer
CAN Canceled Class
OVPT OverPayment

MENU

Select Item

- ARAI - AR Account Inquiry...
- ARSI - AR Summary Inquiry...
- ARTI - AR Term Summary Inquiry...

Selected Item

[]

OK Cancel Help

Job Aid: Refunds for Individuals – RFND

RFND-AR Refund

Academic Records

Beach, Ms. Sandy T. ID: 0350945 Home: 810-772-7777
777 Heaven Lane Flint MI 48507

AR Type: STDRC Stud Term: Fall 2007 Unappr Amts: 0.00
Voucher: V0316247 Status: Acct Balance: 260.25-

Refund Date: 07/10/07
Maint Date:
Due Date: 07/10/07
AP Type: AR Student Receivabl
Refund Amt: 260.25
Name/Addr: X

Approvals: 1
Comments:
Ref No: 1
Refund Rsn: ADJ Bill Adjust
Account Inquiry:
Related Vouchers:

Payment	Payment Amt	Term	Date	Source	Reference No
1 No	974.75	2008/2	06/20/07	Cash	000391496
Total	1,616.75				
Credit	Credit Amt	Term	Date	Invoice No	Description
1 No	1,616.75	2008/2	07/10/07	001434005	Registration - 2008/2
Total	3,060.00				

Refund Override Login/Password:

Controller Approvals: No Values
Authorization LookUp

Step 29: Save Your Work

1. Verify your entries
2. Correct if needed.
3. Bottom portion of screen will self populate
4. Click the Save button.