**Texas A&M University-Commerce**

**Third Party Billing**

**THIRD PARTY BILLING (POLICY):**

***Introduction:***

1. The Third Party billing representative receives requests for initial set up of third party sponsors. A student also has the option to authorize third-party payments through their myLeo account.

2. If the third party sponsor is a new sponsor to the University a third party account is set up.

A) Detail Codes are set up using TSADETC. A four digit code is set up for payments (ex. 7044.) This detail code is connected to the General Ledger account A and Account B. Another detail code is set up for charges (ex. X044). This detail code is also connected to the General Ledger Account A and Account B.

B) A contract number is set-up using TSACONT. A payment detail code and charge detail code is assigned to the contract (the detail codes established in step A.) The detail codes are linked to charge categories such as Tuition and Fees.

3. The student sends to the third party billing representative a third party form such as a voucher, credit letter, tuition assistance form (TA) or a financial guarantee giving the third party representative instructions on how the third party sponsor would like to be billed. Also, this documentation will have the dollar amount the third party sponsor is willing to pay for the student.

4. The third party representative will apply the credit to the student’s account that is indicated on the third party voucher by using TSACONP.

A. The contract id is entered that was set up in 2B. The Contract number has the detail codes that are set up in 2A. Enter the Term the student will be using the third party voucher.

B. Enter the student’s campus wide id number (CWID) indicates if the student’s account will roll forward to the next term, the expiration term (depending on the voucher time frame or the student’s estimated graduation date.) Enter the maximum amount of credit to apply to the student’s account.

C. To apply the credits to the student’s account there are two methods of application:

1. Run the TSRCBIL in apply mode to apply credits to all third party accounts set up by which term you have selected.

2. To apply to individual student accounts run the TSASPAY by entering the term and the student’s CWID #. Then hit next block twice to apply the credit to the student’s account.

5. The third party representative will receive request from students about State Exemptions. Depending on the exemption the third party representative will receive documentation from the student determining their eligibility of the exemption by first referring to the Collegeforalltexans.com website for clarification. The third party representative will also review the Texas Education Code for all guidelines pertaining to the state exemption. If further clarification is needed the third party representative will contact the Texas Higher Education Coordinating Board for clarification. Note: Hazlewood recipients are processed through the University’s Veteran Office. A list is then sent from the VA office indicating eligibility for this exemption.

6. All exemption students are entered using TSAEXPP. This will apply credit to the student’s account in result exempting the student’s cost.

7. The third party representative will begin the invoicing process after the last day a student can drop/add courses.

i) A report is generated using webfocus BRS021R. This report should include all third party contracts and exemptions which list each student and their credit amounts.

ii) The report is reviewed and the exemptions are reviewed again for accuracy. The third party contracts will be the only accounts that generate invoices.

8. The invoices are created using the templates preferred by the third party sponsors. The invoices are sent to the third party sponsors. If the payments are not received in approximately 30 days a second notice is sent to the third party sponsors. If the payment is not received in approximately 60 days the credits are removed from the student’s accounts. After the invoice is sent if the third party sponsor doesn’t pay the students account in approximately 60 days the balance becomes the student’s responsibility to pay.

9. Accounts Receivable: Once a payment is received it is entered by the cashier. The payment is entered by using the Touchnet system. If the payment is received by ACH the cashier enters the payment on the TSAAREV screen indicating the third party sponsor’s contract id number. The detail code is entered to indicate which type of receivable was received ACHT for all third party payments. Since, the Post 911 chapter 33 payments are certified through the Veterans office when payment is received by ACH the third party representative will apply the payments to TSAAREV using detail code ACHV.

* The student’s CWID # is entered in the description and the term the payment needs to be applied is entered the payment is applied.
* Once the payment has been applied the contract detail is checked.
* A transaction number is issued to the payment. Using TSACPDT the contract number id is entered with the transaction number for the payment. This screen allows the third party representative to enter the student id and the amount of payment received.
* Once the payment information is entered into TSACPDT using TSACONR a third party representative can use this screen to generate a report for reconciling purposes.
* The third party representative will also review the Bank checking account each day for ACH payments. These payments are entered into the system by using detail codes ACHT or ACHV payments and are entered into FAMIS as MDPs. The ACH payments are entered on the third party contract screen. There is one exception Choctaw ACH payments are entered into FAMIS as MDPs into the Scholarship Account, but they are sent to the Scholarship office for application to the student’s account. So, they can be entered as an outside scholarship.

10. Reconciling: A report generated from Webfocus is emailed to the third party representative twice a week indicating the accounts receivable status. This is reviewed weekly for non-payments or overpayments.

a. If an overpayment is received a refund is requested using a form to request a check to be sent to the third party sponsor.

**THIRD PARTY CONTRACTS – (SETTING THE CONTRACT DETAIL CHECKBOX)**

On TSADETL, locate or add a check payment to a student.

* Make a note of the transaction number, student id, and term for the payment.

Check the box for **Contract Pay Detail**, then (SAVE)

If there is a message “Unapply transactions before making changes to Contract Payment Detail”, then

1. Options / Unapply Transactions [TSAUNAP]
2. In the **Unapplication of Payments** block, enter the transaction number from TSADETL, then (SAVE).
   1. Note: If the transaction is unapplied, you should get a message that says “\*ERROR\* Tran number has not been used to pay anything.”
3. Go back to screen TSADETL for the transaction number (above), check the **Contract Pay Detail** box, then (SAVE).

Go to screen TSACPDT, enter the amount and contract number, then (SAVE).

Review the student payment on TSACONR.

Run the WebFocus job named **3rd\_Party\_Contracts** (in the Billing / Standard Reports / general / 3rdPartyContracts folder) to get a list of all 3rd Party Contracts and student payees by term.

**Adjustments (from TSACPDT or TSACONR):**

* Refund – Select Options / Refund Excess to Contract
* Overpayment – Select Options / Credit Excess to Student
* The sponsor indicates that payment is a final payment and constitutes payment in full:
  + To cancel the account receivable on the sponsor account and transfer unpaid charges back to the student, select Update Student Maximum option. This option goes to the Contracts block in the Exemptions/Contracts window on TSAACCT, where you can enter a student maximum for the appropriate contract.
* Note:

The end result of this is that students will be in table TBRCPDT, which can be used to report third party balances.