

Issues with Student System Item Types

General Information

Everything you can do to a student's account (tuition and fee charges, scholarships, grants, waivers, loans, payments, and refunds) in the student system (PSSA) requires an Item Type. The Item Type dictates whether the item is refundable, whether it will be included in the 1098-T, whether it is taxable, and how the transaction is posted into General Ledger cost centers. Generally, the Item Types of most concern for Colleges, Departments, and Divisions, are those that charge students for tuition and fees, and those that post scholarships to students' accounts. Item Types that charge students for tuition and fees are what causes tuition and fee revenue to be posted into departmental cost centers. Item Types that post scholarships to students' accounts are what causes the scholarship expense to be posted into departmental cost centers.

Current Issues

The cost centers that are put into PSSA stay there until something is done to change them. This leads to some potential issues:

1. When cost centers associated with one or more PSSA Item Types are deactivated, but the Item Type is still in use, not only that transaction, but all transactions cannot flow from PSSA to Finance. When this happens, Student Accounting has to request that the cost center be reactivated, and the Department is then responsible for: 1) providing updated cost center information; 2) transferring the expenses to a new cost center; and 3) re-processing the paperwork to inactivate the cost center.
2. When cost centers associated with one or more PSSA Item Types have no budget for the year in which they are used, not only that transaction, but all transactions cannot flow from PSSA to Finance. When this happens, Student Accounting works with the Budget Office and sometimes the responsible department to set up zero budgets and allow the transaction to post. If this is a revenue item, the Department is then responsible to process budget journals to allow the revenue to be used. If this is an expense item, this often results in a cost center with a deficit balance that must be cleaned up at fiscal year end.

Solutions

The following changes in business processes will help to minimize the reactivation of cost centers, deficit balance cost centers, and clean-up budget journal preparation:

1. By April 30 of each year, Student Accounting will prepare a report of all Item Types, including Item Type description, cost center string, Program Code description, and whether the cost center is currently active ([sample attached](#)). This report will be sent to the Division Administrators and Athletics for distribution. Item Types with inactive cost centers will be shaded red in the listing of all Item Types and will also be listed in a separate worksheet, and Colleges and Departments with inactive cost centers are asked to provide Student Accounting with a new cost center (email notification is fine – please include the Item Type number and the new cost center string).
2. By July 30 of each year, Student Accounting will prepare a report of all Scholarship Item Types, including Item Type description, cost center string, Program Code description,

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whether the cost center is currently active, and whether the cost center has been budgeted for the upcoming Fiscal Year. This report will be sent to the Division Administrators and Athletics for distribution. Item Types with no budget in the associated cost centers will be shaded red, and Colleges and Departments with red-shaded Item Types are asked to process budget journals for those cost centers IF they plan to use them.

3. The Office of Scholarships & Financial Aid will modify the Award form to include the following information:
 - a. Item Type Number
 - b. Whether the cost center to be used is different than that in PSSA
 - c. The new cost center to be used, if applicable

Misc Information

- The relationship between Item Types and Cost Center Interfaces is generally one-to-one (i.e., one scholarship goes to one cost center). It is possible to have more than one cost center associated with an Item Type, but that requires a constant percentage split of the transaction between cost centers – it cannot be done on an award-by-award or student-by-student basis.
- Item Type cost center changes can be requested via email to Patty Benoit in Student Accounting or Karin Livingston in General Accounting. Changes generally take less than 2 working days.
- The PSSA query UHM_SF_ITEMTYPES_DEPT provides a list of all Item Types and their GL Interface.
- If you receive a donation or gift mid-year and need to budget the scholarship expense so that an award can be made, Budget Journals must be processed.
- If you don't have an Item Type and need one, contact Academic Affairs (Theresa Caldwell) for Fees. Scholarship Item Types are created by the Office of Scholarships and Financial Aid.

Sample Item Type Report – All Item Types:

	A	B	C	E	F	G	H	I	J	K	L	M	
	Item Type	Descr	Itc	Acct	Unit	Fund	DeptID	Program	Proj/Grt	Budget Ref	Term	Active/Inactive Cost Center	Program Description
11	117016100021	Tech/Engr Technology Lab	C	40701	00730	1054	H0139	D0564	NA	BP2009	1770	00730 1054 H0139 D0564 NA	ET LAB FEES
12	117016100022	Tech/Cmrt Academic Support	C	40702	00730	2063	H0138	D1622	NA	BP2009	1770	00730 2063 H0138 D1622 NA	CMRT ASA
13	117016100023	Cmrt Lab Technical Support	C	40735	00730	2063	H0139	A2064	NA	BP2009	1770	#N/A	
14	117016200001	Tech/Engr Technology Lab	C	40701	00730	1054	H0139	D0564	NA	BP2009	1770	00730 1054 H0139 D0564 NA	ET LAB FEES
15	117016200003	Elet Lab Technical Support	C	40735	00730	2063	H0139	A2063	NA	BP2009	1770	00730 2063 H0139 A2063 NA	ELET-LAB TECH SUPI
16	117016300042	Tech/Hdcs Academic Support	C	40702	00730	2063	H0140	D1619	NA	BP2009	1770	00730 2063 H0140 D1619 NA	HDCS ASA
17	117016300043	Tech/Hdcs Equip & Supplies	C	40702	00730	2063	H0140	A1262	NA	BP2009	1770	00730 2063 H0140 A1262 NA	HDCS INCIDENTAL FI
18	117016300044	Hdcs Graduate Edu Resource	C	40700	00730	2063	H0140	A2042	NA	BP2009	1770	00730 2063 H0140 A2042 NA	HDCS MASTER'S LEV
19	117016300045	Hdcs Ungrd Ed Resource	C	40700	00730	2063	H0140	A2043	NA	BP2009	1770	00730 2063 H0140 A2043 NA	HDCS DEPT COURSE
20	117016300046	Hdcs Ungrd Course	C	40700	00730	2063	H0140	A2043	NA	BP2009	1770	00730 2063 H0140 A2043 NA	HDCS DEPT COURSE

Sample Item Type Report – Item Types with Inactive Cost Centers Only:

	A	B	C	E	F	G	H	I	J	K	L	M	N
	Item Type	Descr	Itc	Acct	Unit	Fund	DeptID	Program	Proj/Grt	Budget Ref	Term	Active/Inactive C	Program Description
1	17000010150	Mens Tennis Scholarship	W	56302	00730	3056	H0002	I0421	NA	BP2009	1770	#N/A	US TRACK SERIES
2	175251250024	GORDON, A & A R SCHOLARSHIP	F	56302	00730					BP2009	1770	#N/A	#N/A
3	175251470017	HOUS ALLI FOR MINORITY SCHP	F	56302	00730					BP2009	1770	#N/A	#N/A
4	175651000002	UEP/HOUSING WAIVER	F		00730					BP2009	1770	#N/A	#N/A
5	175251070003	TCSUH ADMINISTRATION SCHP	F	56302	00730	1026	H0247	B1444	NA	BP2009	1770	#N/A	TCSUH ADMINISTRATION
6	175250700003	TCSUH ADMINISTRATION SCHP	F	56302	00730	1026	H0247	B1444	NA	BP2009	1770	#N/A	TCSUH ADMINISTRATION
7	175251070001	RESEARCH ACTIVITIES SCHP	F	56302	00730	1026	H0247	B1446	NA	BP2009	1770	#N/A	TCSUH RESEARCH ACTIVITY
8	175251070002	RESEARCH DIVISION SCHOLARSHIP	F	56302	00730	1026	H0247	B3506	NA	BP2009	1770	#N/A	#N/A
9	175251350084	GRADE CAMP MENTOR ASSISTANT SC	F	56300	00730	1091	H0070	D0005	NA	BP2009	1770	#N/A	ACADEMIC SUPP-TETC
10	175251020009	UNDERGRAD STUD ACAD SCHP	F	56302	00730	2063	H0005	D2642	NA	BP2009	1770	#N/A	UNDERGRAD STUD-ACAD DE
11	175251020012	SCHOL	F	56302	00730	2075	H0443	D1682	NA	BP2009	1770	#N/A	ECON DISADV STUDENT RETI
12	175251020005	UH SCHOLARS PROGRAM SCHP	F	56302	00730	2076	H0005	D0628	NA	BP2009	1770	#N/A	UNDERGRADUATE RES PROG