

COGS Tuition Accounts

This document is meant to serve as a guide for reviewing and/or changing tuition charges on departmental accounts.

Fund 050:

Fall Mandatory Tuition account: 54130201 (Function 10 = TA, Function 21 = RA)

Spring Mandatory Tuition account: 54130202 (Function 10 = TA, Function 21 = RA)

1. Do **NOT** CV any tuition charges
 - a. If tuition is not on the appropriate account, but appointment is not changing:
 - To move only a portion of the tuition/fees to a different funding source:
 - Process a MAUI form
 - Contact Brian Ruden and Jennifer Crawford with the amount requested to be moved
 - If changing the funding source for the full COGS tuition/fees:
 - Email the Graduate College at grad-cogsscholarships@uiowa.edu with the necessary information to make the change
 - b. If this is not done, the GL will not reconcile to MAUI
2. If changing fees, but not COGS tuition
 - a. Process change through MAUI as normal
3. If changing appointment:
 - a. For spring semester:
 - Submit change of status as normal, COGS tuition should automatically follow the appointment change through first week of May
 - After this date, follow instructions for fall semester below
 - If Graduate Reappointment System is open
 - All grad appointments can be changed, not just semester appointments
 - Only Spring tuition will follow appointments entered into this system
 - b. For fall semester:
 - Tuition will not process correctly
 - Contact Jennifer Crawford in the Graduate College to do the change of status and assist with the tuition change
4. For any RA tuition on Fund 050 without a corresponding appointment on Fund 050, forward to Sandy Mast to resolve the issue with the Graduate College
5. The College allocates budgets for any TAs that were included in departments TA allocation or any subsequent negotiations with Dean Curto

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6. The College allocates budgets for any RA commitments that were included as part of a start-up package
7. The College works with DCE to collect funds for tuition associate with Extension and GIS TA appointments
8. Funds received from other sources (i.e., Graduate College, College of Medicine, etc.) need to be collected from that source
 - a. Funds should be allocated to the corresponding Fund 050 account noted above based upon semester and TA or RA Function
 - b. OAcct 900 should be used to indicate funds are from a source other than CLAS
9. If self-funding any tuition and planning to use 050 funds, send a summary to Sandy Mast with the following:
 - a. Student name
 - b. Amount
 - c. Source from which tuition being covered
10. If issue identified:
 - a. Leave line-level comment on TDR
 - b. Send any email correspondence about specific tuition charge to Sandy Mast
11. Do not move tuition/fees from appointments being paid by funds other than 050 to the above mandatory scholarship accounts
 - a. If the appointment is on a Grant or Fund 240 account, the tuition and fees cannot be paid on Fund 050

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Reporting Options:

In MAUI

1. To search an individual student's tuition charges
 - a. Enter a name or UI ID
 - b. Select Search
 - c. Select student from list
 - d. In Tabs dropdown, select Resources: COGS (under heading Billing)
 - e. In Session dropdown, select which term to view
 - f. The following information will be shown:
 - HR appointment
 - MFK tuition was charged on
 - If an override MFK was processed by the Graduate College (grad-cogsscholarships@uiowa.edu)
2. To search a specific MFK that tuition expenses have been applied to:
 - a. Select Reports (upper right corner on home page)
 - b. In Choose Area dropdown, select Billing
 - c. Under Billing Reports, select Billing Transactions By Who Key

- d. Complete all of the dropdown selections for the MFK to be searched and select View Report
- e. Select the WHOKey to view all rows
- f. Export to Excel to customize fields

In MAX 2.0

1. In Self Service, go to Administration : Electronic Financial Reports
2. Select Summary Reports : Balance by IACT (Current or Prior FY)
 - a. Enter parameters needed
 - b. Select Apply
 - c. Select Actions : Export : Excel : Open to customize fields