HOW TO

Use Other Cost Types

Campus Partners is pleased to announce enhancements to the "**other cost**" field and reporting on System III. You now have the flexibility when adding "other cost" to assign a cost type. The cost type enables you to distinguish why the "other cost" was assessed. To access the new screen, simply key **COST** in the option field and press the enter key. The new screen also displays the amount of cost due by type, the cost paid cumulative by type and the cost paid year to date by type.

To view the new COST screen, please follow the steps below:

♦ Log onto System III.
♦ After accessing a loan, key COST in the option field and press the enter key. The ADD COST screen will display.
♦ Simply key in the "amount of cost" and the "cost type." The date assessed field will default to today's date; however, you have the flexibility to change it.
♦ Once this information has been entered, press the enter key. The "amount of cost" and "cost type" keyed will display and the option field will reflect CHG.
♦ Review the information keyed and if correct, press the enter key. UPDATE SUCCESSFUL will display at the bottom of the screen when the transaction has been completed.

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 ADD COST                                          OPTION _____
 TRANS SOURCE W
 ACCOUNT  111 111 111 01      SSN  111 11 1111
  PROGRAM  00001            LOAN  111 11 1111 01      STUDENT ID _____
 NAME   SAMPLE, BORROWER


 DATE ASSESSED      AMOUNT OF COST     COST TYPE     DESCRIPTION
        06 10 05           _____            _


 **COST DUE**       **COST PAID CUM**       **COST PAID YTD**
 R        12.00                        .00                      .00
 A        10.00

 I2029 UPDATE SUCCESSFUL
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We have changed the LN2, LN5, DEFAULT PROCESSING, FEES REVERSAL and HALL screens to accommodate the new enhancements. You will now also receive a new Cost Detail Report. For detailed information on the enhancements that we have made and information on the new Cost Detail Report, please visit http://10.171.216.29/help/howto/HowtoUseOtherCostTypes.html