

# BM1021 – Payment Schedule Table

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## Payment Schedule Table – Initial

The Payment Schedule Table is a required table when you are using the Customer Accounts module. This table contains college-defined codes.

Use the Payment Schedule Table - Initial to create a payment schedule or access an existing one.

From this screen you can access:

- [Payment Schedule Table - Due Date](#)
- [Payment Schedule Table - Change Charge Status](#)

### User Function Keys

F1	REFRESH	Returns your cursor to the PYMT SCHD field (the key field). Any changes or additions made to the screen since Enter was last pressed will disappear.
F2	ADD or	Adds a new payment schedule.
	DUE DATE	Accesses the <a href="#">Payment Schedule Table - Due Date</a> .
F3	CHANGE or	Changes an existing payment schedule.
	CHARGE STATUS	Accesses the <a href="#">Payment Schedule Table - Change Charge Status</a> .
F4	INQUIRE	Displays an existing payment schedule.
F5	LIST	Lists payment schedules.
F8	MENU	Redisplays the FMS System menu.

### Data Fields

<a href="#">PYMT SCHD</a> (key)	<a href="#">EDIT STAT</a> (required)
<a href="#">YRS</a> (optional key field)	<a href="#">RVSN DATE</a> (display only)
<a href="#">TITLE</a> (required)	

### Payment Schedule

<b>Definition</b>	Key field. A code identifying a payment schedule.
<b>Length</b>	2 characters

### Year/Session

<b>Definition</b>	Optional key field. An academic year and session.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see Year/Quarter Codes.

### Title

<b>Definition</b>	Required field. A description defined by colleges of a payment schedule.
<b>Length</b>	20 characters

### *Edit Status*

<b>Definition</b>	Entry required. The status of a payment schedule.
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>A</b> Active (default) <b>I</b> Inactive <b>D</b> Delete
<b>Length</b>	1 character

### *Revision Date*

<b>Definition</b>	Display only. A date assigned by the system indicating when the current record was changed or added.
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### **Updating the Table**

To update the Payment Schedule Table, perform the following steps:

1. In the Pymt Schd field, type a payment schedule.
2. To limit the payment schedule to a specific year and session, in the optional YRS field, type a year/session code.
3. Press the correct function key for the action you want to perform (Add, Change, Inquire, List).
4. If you have opted to add a new record or change an existing record, type the appropriate data in the available fields. When done, to save the new or modified information, press Enter.
5. To add, modify or view due date or charge status information, press Due Date (F2) or Charge Status (F3).

## Payment Schedule Table - Due Date

The Payment Schedule Table is a required table when you are using the Customer Accounts module. This table contains codes defined by SBCTC-ITD and colleges.

Use the Payment Schedule Table - Due Date screen to define the due dates for a charge. Fourteen (14) lines of criteria can be used to determine the due date. If more than one set of criteria apply to a charge, the earliest due date is used.

To access the Payment Schedule Table - Due Date screen, press Due Date (F2) on the Payment Schedule Table - Initial screen.

### User Function Keys

F1	REFRESH	Returns your cursor to the PYMT SCHD field (the key field). Any changes or additions made to the screen since Enter was last pressed will disappear.
F3	CHARGE STATUS	Accesses Payment Schedule Table - Change Charge Status.
F8	MENU	Redisplays the FMS System menu.

### Data Fields

<a href="#">PYMT SCHD</a> (display only)	<a href="#">FREQ</a> (required)
<a href="#">YRS</a> (display only)	<a href="#">PERIOD</a> (required)
<a href="#">TITLE</a> (display only)	<a href="#">DAY OF MONTH</a>
<a href="#">RVSN DATE</a> (display only)	<a href="#">AMT/PCT DUE</a>
<a href="#">REFERENCE DATE</a> (required)	<a href="#">PCT IND</a>

### Payment Schedule

<b>Definition</b>	Display only. A code identifying a payment schedule.
<b>Length</b>	2 characters

### Year/Session

<b>Definition</b>	Display only. An academic year and session.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see Year/Quarter Codes.

### Title

<b>Definition</b>	Display only. A description defined by colleges of a payment schedule.
<b>Length</b>	20 characters

### Revision Date

<b>Definition</b>	Display only. A date assigned by the system indicating when the current record was
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	changed or added.
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### *Reference Date*

<b>Definition</b>	Entry required. A code indicating the reference date to be used in calculating the due date of a charge. This can be an actual date, one of several pre-defined codes (see "Values" below), or a college-defined code from the Customer Accounts Date Table (BM1026).				
<b>Values</b>	Valid values defined by SBCTC-ITD are:  <table style="margin-left: 40px;"> <tr> <td><b>CHRG</b></td> <td>Charge date - the date a charge was incurred</td> </tr> <tr> <td><b>CURR</b></td> <td>Current date - use only with invoicing</td> </tr> </table>	<b>CHRG</b>	Charge date - the date a charge was incurred	<b>CURR</b>	Current date - use only with invoicing
<b>CHRG</b>	Charge date - the date a charge was incurred				
<b>CURR</b>	Current date - use only with invoicing				
<b>Length</b>	6 characters				

### *Period Frequency*

<b>Definition</b>	Entry required if Period is specified; otherwise, not allowed. A number identifying the number of periods to use in the calculation of a due date.
<b>Length</b>	5 digits

### *Period Type*

<b>Definition</b>	Entry required if Frequency is specified; otherwise, not allowed. A code indicating the type of period to be used in the calculation of a due date.						
<b>Values</b>	Valid values defined by SBCTC-ITD are:  <table style="margin-left: 40px;"> <tr> <td><b>D</b></td> <td>Days</td> </tr> <tr> <td><b>M</b></td> <td>Months</td> </tr> <tr> <td><b>Y</b></td> <td>Years</td> </tr> </table>	<b>D</b>	Days	<b>M</b>	Months	<b>Y</b>	Years
<b>D</b>	Days						
<b>M</b>	Months						
<b>Y</b>	Years						
<b>Length</b>	1 character						

### *Day of Month*

<b>Definition</b>	A number identifying the day of the month on which charges are due.  <p>If the calculated due date is prior to the entered value, it is advanced to the specified day within the current month. If the calculated due date is after the entered value, it will be advanced to the specified day in the next month. A value of 99 can be entered to indicate the last day of the month.</p>
<b>Length</b>	2 digits

### *Amount/Percent Due*

<b>Definition</b>	A number identifying the dollar amount or percentage (depending on the value entered in the Pct Ind field) that is due.  Defaults to 100.00 percent if you do not enter a value.
<b>Length</b>	12 digits
<b>Format</b>	999999999.99

### *Amount Percent Indicator*

<b>Definition</b>	A code identifying whether the Amt/Pct Due entered is a dollar amount or percentage.				
<b>Values</b>	The allowable values defined by SBCTC-ITD are:  <table><tr><td><b>A</b></td><td>Amount</td></tr><tr><td><b>P</b></td><td>Percentage</td></tr></table>	<b>A</b>	Amount	<b>P</b>	Percentage
<b>A</b>	Amount				
<b>P</b>	Percentage				
<b>Length</b>	1 character				

### **Updating the Table**

To update the payment schedule table using the Payment Schedule Table - Due Date Screen, perform the following steps:

1. Type data into the highlighted fields.
2. To save the new or modified data, press Enter.

To access the Charge Status screen, press Charge Status (F3).

## Payment Schedule Table - Change Charge Status

The Payment Schedule Table is a required table when you are using the Customer Accounts module. This table contains codes defined SBCTC-ITD and colleges.

Use the Payment Schedule Table - Change Charge Status screen to define the dates when an automatic update of a charge status should occur.

To access the Payment Schedule Table - Change Charge Status screen, press Charge Status (F3) on the Payment Schedule Table - Initial screen.

### User Function Keys

F1	REFRESH	Returns your cursor to the PYMT SCHD field (the key field). Any changes or additions made to the screen since Enter was last pressed will disappear.
F3	DUE DATE	Accesses the Payment Schedule Table - Due Date screen.
F8	MENU	Redisplays the FMS System menu.

### Data Fields

<a href="#">PYMT SCHD</a> (display only)	<a href="#">REFERENCE DATE</a> (required)
<a href="#">YRS</a> (display only)	<a href="#">FREQ</a> (required)
<a href="#">TITLE</a> (display only)	<a href="#">PERIOD</a> (required)
<a href="#">RVSN DATE</a> (display only)	<a href="#">NEW STATUS</a> (required)
<a href="#">FROM STATUS</a> (display only)	

### Payment Schedule

<b>Definition</b>	Display only. A code identifying a payment schedule.
<b>Length</b>	2 characters

### Year/Session

<b>Definition</b>	Display only . An academic year and session.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see Year/Quarter Codes.

### Title

<b>Definition</b>	Display only. A description defined by colleges of a payment schedule.
<b>Length</b>	20 characters

### Revision Date

<b>Definition</b>	Display only. A date assigned by the system indicating when the current record was changed or added.
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### *From Status*

<b>Definition</b>	Display only. A charge status code and its associated title. From the Charge Status Table (BM1025).
<b>Length</b>	2 characters

### *Reference Date*

<b>Definition</b>	Entry required. The reference date to be used in calculating the date a charge status should be changed. This can be an actual date, one of several pre-defined codes (see "Values" below), or a college-defined code from the Customer Accounts Date Table (BM1026).
<b>Values</b>	Valid values defined by SBCTC-ITD are:  <b>CHRG</b> Charge date - the date a charge was incurred <b>DUE</b> Due date - the date a charge is due for payment <b>INV</b> Invoice date - the date a charge was first invoiced
<b>Length</b>	6 characters

### *Period Frequency*

<b>Definition</b>	Entry required if Period is specified; otherwise, not allowed. A number identifying the number of periods to use in determining when a charge status should be changed.
<b>Length</b>	5 digits

### *Period Type*

<b>Definition</b>	Entry required if Frequency is specified; otherwise, not allowed. A code indicating the type of period to be used in determining when a charge status should be changed.
<b>Values</b>	Valid values defined by SBCTC-ITD are:  <b>D</b> Days <b>M</b> Months <b>Y</b> Years
<b>Length</b>	1 character

### *To Status*

<b>Definition</b>	Entry required. A code identifying the new charge status.
<b>Length</b>	2 characters
<b>Edit</b>	Must be valid on the Charge Status Table (BM1025).



### **Updating the Table**

To update the payment schedule table using the Payment Schedule Table - Change Charge Status Screen, perform the following steps:

1. Type data into the highlighted fields.
2. To save the new or modified data, press Enter.

To access the Due Date screen, press Due Date (F2).