

BM3005 - Initial Financial Aid Check Request Screen

Use the Initial Financial Aid Check Request Screen to identify data that is common to one or more invoices to be paid (for example, scheduled payment date, batch post period, year/session, college).

User Function Keys

F1	REFRESH	Redisplays the screen and resets the fields to the defaults.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

SCHD PYMT DATE	YRQ
BTCH POST PERIOD	COLLEGE

Scheduled Payment Date (SCHD-PYMT-DATE)

Description	The date that an invoice is scheduled to be paid. Defaults to the current date, but can be changed.
Length	6 digits

Batch Post Period (BTCH-POST-PER)

Description	The accounting period to which a batch of transactions will be posted. Defaults to the current year/month, but can be changed.
Length	4 digits
Additional Information	Cannot be changed to a year/month that is not currently open.

Year and Quarter (YRQ)

Description	The fiscal year and year/session of an invoice.
Length	4 digits

College Code (COL)

Description	A code identifying a college or agency.
Length	3 characters