

Third Party Contract: Military Accounts

1. Login to My.FSCJ.edu

2. Go to **View Customer Account** to determine the amount of the matriculation of the course. Review the TA Form to match the amount. The amount added on the contract should be the exact amount of the matriculation amount. If the amount is greater than the matriculation it may cause additional unnecessary credits.

Item Details

ID: Item	Nbr:	3263032 000000000000	Roger	rs, Steve Base Tuition			Business Unit:	FSCJ1
Item	Amount:		248.34	Appli	ied Amount:	248.34	Balance:	0.00
Refe	rence Nbr:						Item Type:	401101100000
Deta	ils						Find View All	First 🚺 1 of 1 🚺 Last
Nbr	Posted	Effective	Billed	Due	GL Posted	Reference Nbr	Amo	ount
1	03/05/2018	03/05/2018	04/04/2018	03/05/2018	03/05/2018 11:59:13PM		2	48.34

				Find View All	First 🚺 1-2 of 2 🚺 Las
Item Type	Account Nbr		Term	Date	Amount
Transfer to Third Party	TUITION001	Spr 2018	Spr 2018	03/05/2018	182.04
Transfer to Third Party	TUITION001	Spr 2018	Spr 2018	03/05/2018	66.30

Return

3. Select one of the 3 options:

Payments paying this Charge

a. Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Term Session Specific, Term Session Specific

Main Menu 🔹 > Campus Solutions 🔹 Student Financials 🔹 Payment Plans 🔹 Third Party Contract 🔹 Term Session Specific 🔹 Term Session Specific

 b. Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Course Class Specific, Course Class Specific

 Example: Navy

Main Menu 🔹 > Campus Solutions 🔹 Student Financials 🔹 Payment Plans 🔹 Third Party Contract 🔹 Course Class Specific 🔹 Course Class Specific

- c. Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Assign
 - i. Rarely selected for military accounts. Example: Military contractors

i. Examples: Navy, Marines



4. Business Unit should default to FSCJ1 or use the Look Up 🙆 and choose FSCJ1.

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing	Value
Search Criteria	
	4
Business Unit:	= ▼ FSCJ1 Q
Contract Number:	begins with 🔻
External Org ID:	begins with ▼
Description:	begins with v
Contract Status:	= • Active •
External Contract:	begins with v
Case Sensitive	
Search	ar Basic Search 📳 Save Search Criteria



5. Enter Contract Number or External Org ID.

- a. Term Session Specific:
 - i. Examples: 2182_A7_Navy, 2182_B12_Navy, 2185_C7_Navy

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

	Find an Existing	Value			
	Search Criteria				
I	Business Unit:	= •		FSCJ1	Q
	Contract Number:	begin	s with 🔻	2182_A7_NAVY	
I	External Org ID:	begin	s with 🔻		Q 1
I	Description:	begin	s with 🔻]
	Contract Status:	= •		Active	Ŧ
I	External Contract:	begin	s with 🔻		
(Case Sensitive				
	Search Cl	aar	Rasic Se	arch 📼 Save Search Cri	itoria
			Dasic Se		liena
b. (Course Class Sp	ecific	2 47 1	Norm 2192 D12 Nor	- 2195 C7 Norm
	1. Example	5: 218	2_A/_1	Navy, 2182_B12_Nav	y, 2185_C7_Navy
	ESC NON TA	STU			
	Enter any informati		have and	click Search, Leave fields	blank for a list of all values
	Enter any mornau	on you	nave anu	CICK Search. Leave lielus	
	Find an Existing	Value			
	• Soarch Critoria				
	· Search Chieria				
	Business Unit:	= •	7	FSCJ1	
	Contract Number	: beai	_ ns with ▼	2182 A7 NAVY	
	External Org ID:	beai	ns with v		
	Description:	beai	ns with v		
	Contract Status:	= •	7	Active	
	External Contract	: begi	_ ns with ▼		
	Case Sensitive				
	Search C	lear	Basic S	earch 📕 <u>Save Search C</u>	riteria

6. Click Search



7. Click the + (Plus Sign) to add the student's EMPID. Notice that Active will change to Not Posted. *Do not post until all steps are completed*.

					<u> </u>
a. Term Session Specific					
Q	10,000.00	Active •	999999	Post	ΞΞ
900000005 Course List	Additional Details	Enrollment Details			•
b. Course Class Specific					
Q	10,000.00	Active •	999999	Post	÷-
900000005 Course List	Additional Details	Enrollment Details			

a. Example Tuition Assistance Authorization (TA)/ Voucher: 3263032

	NAVEDTI	RA 1560/5 TUN	TION ASSIS	FANCE AUTHOI	RIZATION/VO	UCHER NKA 23-A	A201801277 Apr-2018
	ID: <u>376'</u> SCHOOL:	3 432 1470A	NAME: Ro Florida State	ogers, Steve College at Jacksonville] .	RATI EAO	E: FC2 S: 14-Jul-2019
			ENR	OLLMENT INFO	RMATION		
		TERM DATES	START:	02-Jul-2018	END: 21-,	Aug-2018	
ぃぽ	COURSE PSY1012	TITLE GENERAL PSYC	HOLOGY		HOURS 3.0	GOV SHARE \$248.37	STU SHARE \$0.00
		TOTAL:			3.0	\$248.37	\$0.00

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education of amounts may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my repsective branch of service. Non receipt of grades will prohibit additional TA being authorized.

Λ

N



8. Click on Additional Details. Enter on the Reference Nbr: TA/ Voucher number. Enter on the User Defined 1: Course, Approved amount, SFS name or initial, & Date entered. Click OK. Enter for all types: Term Session Specific, Course Class Specific, or Assign. Example 3263032 Steve Rogers

Assign Stud	ents to Third Party				
Business Unit: External Org ID: Contract Maximum Date Type: Term:	FSCJ1 3500142 : 5,000,000.00 USD Course List 2195 Summer 2018	Contract Status: Total Cha	Number: 2 A rges:	185_C7_NAVY ctive 24,281.67	USD
Start Date:	2185 Summer 2018	End Date			
Acad Year:		Life Date			
			F	ind View All	First 1 44-46 of 82 Last
*ID		Student Max	Status	Priority	
Course List 3263032	Rogers, Steve	248.37 US	D Active	▼ 999999	Post + -
900005841	Course List for emplid:3263032	Additional Details	Enrollment De	tails	
Student Cor	ntract Details				
Business Unit:	FSCJ1				
Contract Number:	2185_C7_NAVY				
ID:	3263032				
Reference Nbr:	NKA201801277				
User Defined 1:	PSY1012 \$248.37 GJM 05/0	8/18			
User Defined 2:					
User Defined 3:					
User Defined 4:					
User Defined 5:					
OK Car	cel Refresh				
			-		
NAVEDTRA	560/5 TUITION ASSI	STANCE AUTHORI	ZATION/VO	DUCHER	NKA201801277
ID: 3762a	27 10.00	De even Cherry			25-Apr-2018
SCHOOL: 14	70A Florida Stat	e College at Jacksonville			RATE: FC2 EAOS: 14-Jul-2019
	EN	ROLLMENT INFOR	RMATION		
T	ERM DATES START	02-Jul-2018	END; 21	-Aug-2018	
D COURSE T PSY1012 O	ITLE ENERAL PSYCHOLOGY		HOURS 3.0	GOV SHA \$248.	RE STU SHARE 37 \$0.00

Florida State College at Jacksonville

9. Click the Enrollment Details link. Select the course(s) in the include flag column and enter the amount the Tuition Assistance (TA)/ Voucher for each line the TA/Voucher is approved for. Click OK.

Example 3263032 Steve Rogers

Assign Students to Third Party

Business Unit: External Org ID:	FSCJ1 3500142	Contract I Status:	Number:	2185_C7_NAVY Active	
Contract Maximum	: 5,000,000.00 USD	Total Char	ges:	24,281.67	USD
Date Type:	Course List				
Term:	2185 Summer 2018				
Start Date:		End Date:			
Acad Year:					
				Find View All	First 44-46 of 82 D
*ID		Student Max	Status	Priority	1
Course List 3263032	Rogers, Steve	248.37 US	D Active	▼ 999999	Post 🗕 🗕 –
900005841	Device List for emplid-2262022	Additional Details	Enrollment	Details	

Student Enrollment Courses Details

Course List for emplid:3263032

ID :	3263032	Roger	s, Steve							
Term	2185	Summ	er 2018							
Total	248.3	7								
								Personaliz	e Find View All 🖾 🛗	First 🚺 1-3 of 3 🚺 Last
<u>include</u> <u>flag</u>	Appointment Control Session	<u>Class Nbr</u>	<u>SubCategory Edit</u> <u>Table</u>	<u>Description</u>	<u>Number</u>	Status Code	<u>Course ID</u>	<u>Class</u> <u>Amount</u>	<u>Final Amount</u>	
	C7	2381	AMH 2092	AF/AM HIST TO 1877	3.00	D	101641			
	C7	2474	HUM 2250	HUMANITIES:20TH/21ST	3.00	D	111987			
 Image: A state 	C7	2805	PSY 1012	GENERAL PSYCHOLOGY	3.00	E	116543	314.640		248.370







10. Click Post. Notice in the Status column changes from Not Posted to Active.

Before: 3263032 Steve Rogers

Assign Stude	ents to Third Party				
Business Unit:	FSCJ1	Contract	Number:	2185_C7_NAVY	
External Org ID:	3500142	Status:		Active	
Contract Maximum:	5,000,000.00 USD	Total Cha	rges:	24,281.67	USD
Date Type:	Course List				
Term:	2185 Summer 2018				
Start Date:		End Date:			
Acad Year:					
				Find <u>View All</u>	First 🛿 44-46 of 82 🛛 Las
*ID		Student Max	Status	Priority	
Course List					
3263032	Rogers, Steve	248.37 US	D Not Post	ied 🔻 999999	9 Post + -
900005841 C	ourse List for emplid:3263032	Additional Details	Enrollment	Details	

After: 3263032 Steve Rogers

Assign Students to Third Party

Business Unit:	FSCJ1	Contract Number:	2185_C7_NAVY	
External Org ID:	3500142	Status:	Active	
Contract Maximum:	5,000,000.00 USD	Total Charges:	24,281.67	USD
Date Type:	Course List			
Term:	2185 Summer 2018			
Start Date:		End Date:		
Acad Year:				
			Find View All	First 44-46 of 82

		Find View All	First 44-46 of 82 Last
*ID	Student Max Status	Priority	
Course List			
3263032 Q Rogers, Steve	248.37 USD Active	999999	Post -
900005841 Course List for emplid:3263032	Additional Details Enrollme	nt Details	



11. **Click** on **View Customer Accounts** to confirm student's TPC has been applied and if the student has an out of pocket balance due. Notify the student regarding remaining amount due by the payment deadline.

Pathway: Main Menu, Campus Solutions, Student Financials, View Customer Accounts

Main Menu	•	> Campus S	Solutions 👻 🔿	Student Fi	nanc	ials 👻 >	View Cus	stomer Accou	nts	
Customer Accounts										
Business Unit:		FSCJ1								
Rogers, Steve				ID:	32	263032	Academic	: Information	*	
Total:	66.27				d: 0.	00				
							Find	View All First	1-2 of 2	Last
Account Type Tuition Tuition	Accour TUITIO TUITIO	n t Number N001 - Summer N001 - Spring 2	2018 018	Balance 66.27 0.00	USD	Open Date 02/14/2018 02/14/2018	Status Active Active	Account Deta	116 🖌 🕅 🤅 116 🎽 🕅 🤅	
Go to: Detail 1	<u>Frans</u>	Item Summary	Items by Term	Items by Da	te	Due Charge:	<u>s Paym</u>	ent Plans		

Return to Search 🔄 Notify