Overview
This app engine was created to change the reason codes of students who drop all units during late registration so that tuition calc can prorate their registration fees. Currently, students who drop to a lower fee category and students who drop all units are using the same drop code, SRD, when dropping classes during the late registration period.

We created another code, SFD, to distinguish between the two different groups, but we have to do a mass update of this code to the accounts that drop to zero units after late registration has ended.

We have a query that locates all students that drop to zero units for the term. This new process will locate and mass update the drop reason codes to SFD. Once tuition calc is run at night, it will prorate the accounts that have a zero units and SFD drop reason codes. The account will prorate based on the adjustment calendar percentage of the day of the last drop.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Reason Code Change

Run the HAY_REASON_CODE_CHANGE query

PeopleTools Query Manager

Navigate to Home > Reporting Tools > Query > Query Manager

The Query Manager page displays.

1. Type in the name of the query to run: HAY_REASON_CODE_CHANGE

The Search Results page displays.

2. Run the query to an Excel Spreadsheet
3. Check the transactions on the file to make sure:

- **Students units enrolled equal zero.**
- **Students drop reason codes are SRD.**
- **Every student should have a tuition group assigned.**
- **Track the total number of transactions in the query results.**

Note: We charge fees based on the student’s setup, so if the Records Dept changes/adds codes that we are not aware of, this is the best way to find it. If accounts are all students enrolled in zero units then proceed to run the app engine.

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<th>EmpId</th>
<th>Acad Term</th>
<th>ScWdraw</th>
<th>Class</th>
<th>Enrl S</th>
<th>Reason</th>
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Run the Reason Code Change Process

Navigate to East Bay SA
Student Financials
> Reason Code Change

The Reason Code Change page displays.

1. Add a Run Control
2. Click Add

3. Add a Term code
4. Click Run

The Process Scheduler Request page displays.

5. Select Server Name: PSUNX
The Process List page displays.

6. Wait for the process to receive run status **Success** and Distribution Status **Posted**
Run the HAY_REASON_CODE_CHANGE_SFD query

PeopleTools Query Manager

Navigate to Home > Reporting Tools > Query > Query Manager

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   HAY_REASON_CODE_CHANGE_SFD

   Query Manager

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

   Find an Existing Query | Create New Query

   *Search By: Query Name begins with: HAY_REASON_CODE_CHANGE

   Search | Advanced Search

2. Run the query to an Excel Spreadsheet

3. Check the transactions on the file to make sure:
   - Students units enrolled equal zero.
   - Students drop reason codes are SFD.
   - Match the total number of transactions in the 1st query results to these results.

   Notes: Registration fees will prorate after tuition calc is run at night or run an online tuition calc to see immediate results.

Whom to Contact for Help?

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).