



Course Aim

The aim of the course is to establish the Fees link between student records and finance, covering the building, printing and posting of fees.

Pre-requisites

The course pre-requisite is that the delegate is involved in Higher Education Fees and has attended a Desk Top Navigation course.

Suggested Attendees

This course is designed for staff who administer the building and processing of student fees, and from a financial side, a member of staff to monitor the posting and updating of the finance system.

Course Content

- **Fee Module Parameters**
Users are shown how to set up the parameters relevant to how their fee system operates.
- **Agresso Students/ Agresso QL Financials Parameter**
The set up of parameters linking information between Agresso Students/ Agresso QL Financials.
- **Document Tracking**
The set up of documents to enable users to track student fee transactions to Agresso QL Financials and back again
- **Student Type/Status Combinations**
The set up of student types, their link to the student enrolment screen and how this relates to the fee matrix.
- **Fee Matrix**
The set up of a table for all fees which will dictate how much students pay when the fee is constructed.
- **Instalment Plans**
The set up of instalments in relation to student types.
- **Student Fee Building**
Constructing fees for students using various scenarios. Taking payments from students, printing invoices.
- **Posting Fee Batches**
The storage of batches before posting them to the financial side of the application.
The posting of cash to QLF.
- **Student Fee Student**
Users can enquire on the student fee throughout both QLF and Agresso Students.
- **Student Fee Prints**
The printing of both student and sponsor invoices and credit notes.

Course Objectives

The attendee will have an understanding of how student fees are set up, constructed and then posted to QLF. Will have the ability to enquire against students to see fee details.

Methodology

"Hands on" training provided by the course leader to reinforce all aspects of the training.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training Centre or customer site

Cost

POA - dependant on location.