Installment Plan/Pay to Stay Meeting Agenda
August 12, 2013

1. Discuss last meeting minutes.
2. Discuss Installment plan go live readiness.

Critical success factors (can we meet the below factors listed?)
    a.   Accuracy of the student account balance matching with Banner SSB
    b.   Accuracy of the feed to District accounting
    c.   Ease of use (fully integrated with MyPortal)
    d.   Ease of reconciliation with both District and College accounting
    e.   On time delivery of the system

Test system
    f.   Installment plan interacts correctly with different category of students
    g.   Test of student and 3rd party pay installment transactions (enrollment, payment, balance)
    h.   Test of complete cycle of charges and payments
    i.   Batch recalculation and reconciliation (balance, district account reconciliation)
    j.   ACH transactions
    k.   Credit card payment transactions
    l.   System performance
    m.   Live test with students
    n.   Meet August 14th cutoff date

Production system
    o.   Single sign on
    p.   Connectivity to production incidence from Banner to Touchnet
    q.   FAQ, video and on line documentation
    r.   Meet August 22nd go live date

Installment Plan Meeting Minutes
August 5, 2013

Attendees: Chien Shih, Henry Jung, Henry Nguyen, Tom Roza, Susan Malmgren, Nazy Galoyan, Jerrick Woo, Bill Baldwin, Bret Watson, Scottie McDaniel, Sherri Mines and Kari Elliott (note taker).
**On conference call:** Kevin Harral, Nina Van, Matt Fine (TouchNet) and Natalie Bankus (TouchNet).

Agenda:
1. Quick Status.
   - ACH challenge with Bank of America has been worked out.
     - Bank approved new file format sent this morning; usually takes a day for bank to respond.
     - Scottie will inform team when bank has responded.
2. Single Sign On.
   - New screen for payment – landing page.
   - Touchnet working on setup to establish link for the production in anticipation of August 14th conversion to production.
   - Authorized users (3rd party payer or parents) will have a separate link outside of Myportal from TouchNet.
     - Students could also sign in using MyPortal username and password.
3. Integration of Bill+ Payment with Pay Button.
   - Link to new screen for payment (landing page).
4. Important Info – currently link goes to Foothill website; want to have links to both college websites. This will require both colleges to be placed side by side in a HTML page, and link to each college's information. They are equal and not on top.
5. Nightly Batch job drop students who do not pay or enroll in installment plan.
   - Won't know how students chose to pay or not at landing page; would need to be notified by Touchnet, Touchnet consider this is a custom modification not in their base line, Chien asked Matt to look into it and provide a quote.
   - If we need to drop student at the time of payment, Touchnet will need to modify their payment landing page for us to do it.
   - Both colleges have decided not to do daily drops until Winter quarter.
6. Overall Account Balance Agreement.
   - Installment plan will start with Fall quarter. Prior quarters balance will not be included.
   - Students will have to pay prior balance before enrolling into installment plan; add message to landing page to tell students about this.
   - Students who owe will be placed on hold and won't be able to register, both colleges agree this is standard practice, Chien asked confirmation this is indeed a SOP at both colleges, they all agreed.
   - Can block students with prior balance from installment plan.

- Balance agreement – will have to put in previous terms to have SSB balance match landing page's balance
  - Need to enter all terms to make sure balance between SSB and Touchnet are in sync.

7. Overall Testing Results.
   - Results from ACH file August 6, 2013.
   - TouchNet working on single sign on.
     - Firewall open and can now complete Banner connect at TouchNet side.
   - Testing Bill Payment suite.
   - Cannot exclude detail codes from category per Natalie Bankus if we use category as the director of where money is going to go, both colleges acknowledge that they do not need to have the exclusions for each detail codes within the category. This is double confirmed with future possible case of addition to the category with new detail codes.
   - Student enrolled in payment plan decides to add more classes; should update installment plan payments but is not.
     - Payment plans are updated when re-calc process is run at night.
     - Can also manually run re-calc process for a student.
     - Natalie discussed in details how to do this for individual student, and this is confirmed by Henry Jung at FH and Henry Nguyen at DA cashier offices.

Payment Plan questions FHDA – 8/08/2013

1. Include Prior Credit when calculate Installment Plan? ID: 11298489 pwd:123456
2. How to deal with prior credits?
3. Drop down list does not show '-' (credit sign)
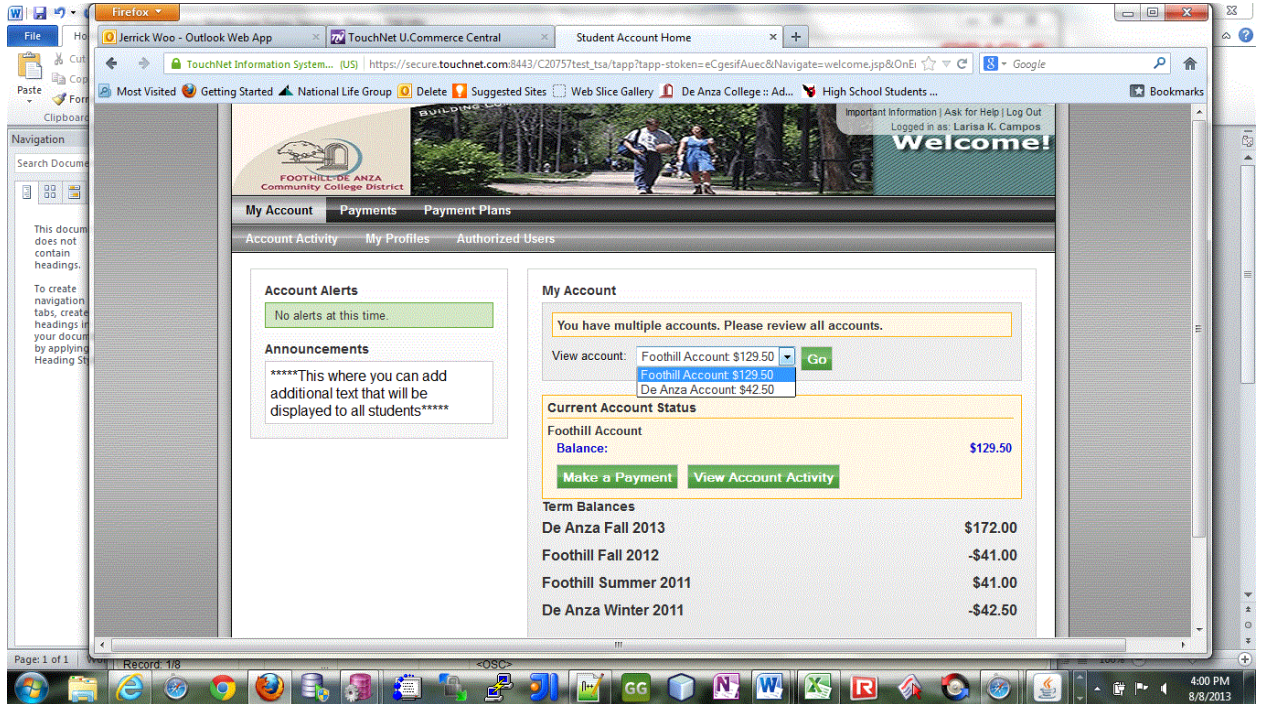
4.

5. What are the purpose for detail codes '3501' and '0981' defined in the Payment plan? Are we set up correctly, i.e. do they tie to Primary school or TSAAREV?
6. International Students are seeing 2 plans. We are NOT going to define attribute for non-international students. We like to know if a student first enrolled in DA3 or FH3 plan and later was advised to switch to international plan, what would happen?
7. Online recalculation of the plan? Where is it?
8. Reports
9. Batch process