

Manual Deposit Calculation

SA - Admission Deposit

Use the following to manually calculate the Admission Deposit for a student. Otherwise the deposit will calculate on an hourly basis automatically for students with a Program Action of Admit (ADMT).

- Click the Student Admissions link.
 Student Admissions
- 2. Click the Application Maintenance link.
 Application Maintenance
- 3. Click the Maintain Applications link. Maintain Applications
- 4. Enter the applicable search criteria for the student (ID, etc.) and press Search or Enter. Click the **Search** button.

Search

Maintain Applications Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value	Find an Existing Value				
Search Criteria					
Application Nbr:	begins with				
Academic Institution:	E ✓ UCALG				
Application Program Nbr: =					
Academic Program: Admit Term:	begins with V				
Application Center: Campus ID:	begins with V				
National ID:	begins with V				
Last Name: First Name:	begins with V				
Include History	Include History Correct History Case Sensitive				
Search Clear Basic Search Criteria					



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5. Click the **Application Program Data** tab.

Biographical Deta	ails <u>A</u> ddresses	Regional Applic	ation Program Data	Application Data	Application Student Response
				Ø \star 👩	Names
Person Information	on				Harriso
Date of Birth:	1989/10/23	Birth Informatio	n Campus ID:		
Biographical Histo	ory			Find View A	II 🔹 First 🕙 1 of 1 🕑 Last
*Effective Date:	2014/01/28 🛐				+ -
*Marital Status:	Unknown	✓ As of:	2014/01/28 🛐		
*Gender:	Male 🗸				

6. Click the **View All** link.

Calculate Deposit Fees

View Al

Biographical Details	Addresses Regional	Application Program Data Application Data Application Student Response
		Ø \star \min
Academic Institution:	University of Calgary	Application Number: 42290203
Academic Career:	Undergraduate Programs	Career Number:
Program Data		Find View All First 🕚 1 of 2 🕑 Last

7. For the Program Status Admitted, click on the Calculate Deposit Fee to manually calculate the Deposit Fee.

Click the Calculate Deposit Fees link.

Program Status			
Status:	Admitted	Action Date:	2015/04/26
Program Action:	DEIN Intention to Matriculate	Action Reason:	
Last Updated On:	2015/04/26 11:04:57AM By:		Evaluation
			Calculate Deposit Fees



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8. Click the **Calculate Deposit Fees** button.

Calculate Deposit Fees

Application Program Data				
Calculate Deposit Fees				
Calculate Deposit Fees				
Deposit Fees				
Deposit Calc Messages				
OK	Cancel	Refresh		

9. The Due Amount displays the amount calculated (e.g. \$500.00). Click the **OK** button.

OK to Override:	✓		Total Amount Due:		0.00 CAD
				Find	First 🕙 1 of 1 🕑 La
Deposit Nbr:	1 Term 2157 Fa	II 2015	Calc Method:	Automatic	
User:			Last Update Date/Time	2015/04/20 11:	:03:50AM
Due Date:	2030/12/31		Due Amount:		500.00 CAD
Received Date:	31		Received Amount:		
			Personalize Find View	Ali 💷 🔜	First 🕙 1 of 1 🕑 Last
Academic Program	Previous Status	Program Status	Program Action	Action Reason	Create Student
ARBCH					N



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ОK

10. Click the **OK** button returns to the Application Maintenance page.

Application Program Data				
Calculate Deposit Fees				
Calculate Deposit Fees				
Deposit Fees				
Deposit Calc Messages				
OK	Cancel	Refresh		
×				

End of Procedure.

For the corresponding job aid, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.