This guide will focus on three application clean-up processes that can be automatically or manually generated to close applications where application fees have not been paid.

The following three processes will:
- Cancel any checklists associated with ADMA, ADMP and PROS administrative functions in initiated status. These functions are normally associated with processing an application for admission.
- Reverse the application fee charge
- Cancel any communications (i.e. system letters) that have not been sent to the applicant
- Cancels the application and indicates the applicable program status

**Applicants App Fee not Paid** – an applicant has applied for admission but has not paid the application fee
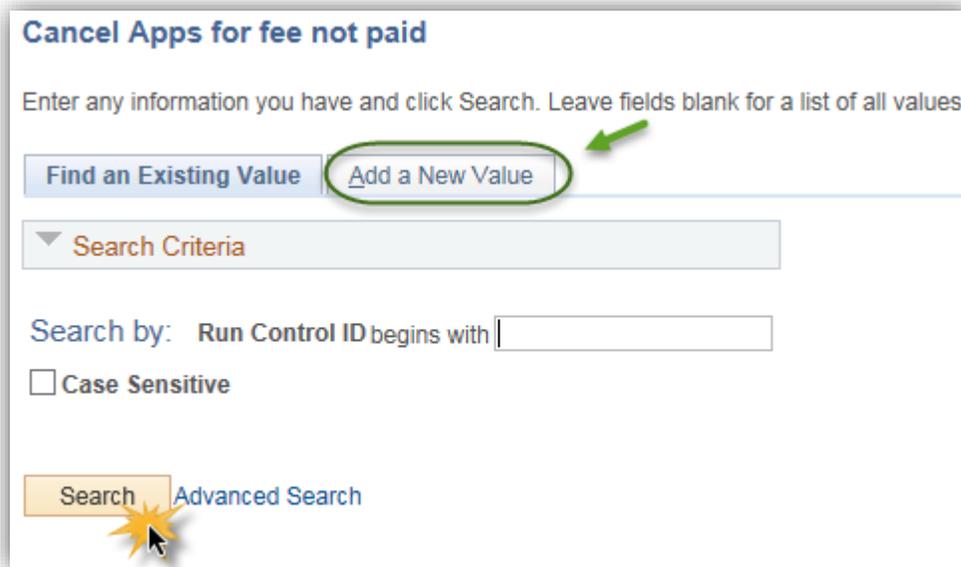**Admitted App Fee Paid** – an applicant has been admitted but did not accept the offer of admission
**Applicants App Fee Paid** - applicant has paid the application fee however did not complete/or submit supporting documents required for admission

### Process # 1 Applicants App Fee not Paid

This process will clean-up applications for applicants that have applied for admission but have not paid the application fee.

1. Click the **Student Admissions** link.
   > Student Admissions

2. Click the **Processing Applications** link.
   Processing Applications

3. Click the **Application Clean-Up** link.
   Application Clean-Up

4. Click the **Applicants App Fee not Paid** link.
   Applicants App Fee not Paid

5.  When running the report for the admission term for the first time, create a Run Control ID. Otherwise if a run control for that term has already been created, click **Search**.
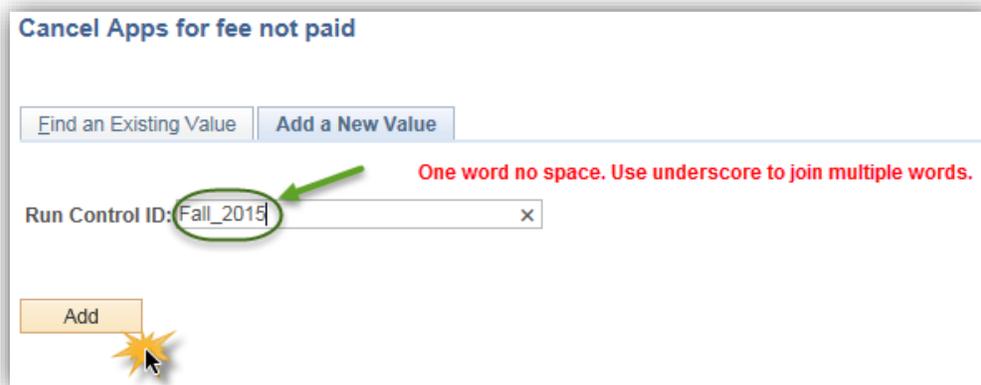


Click the **Add a New Value** tab.

Add a New Value

6.  Enter a Run Control ID. The name of the run control is not relative to the output (e.g. Fall_2015). A run control must be one word and no spaces. **Tip:** Use an underscore to join the words.
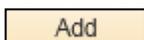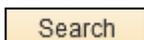


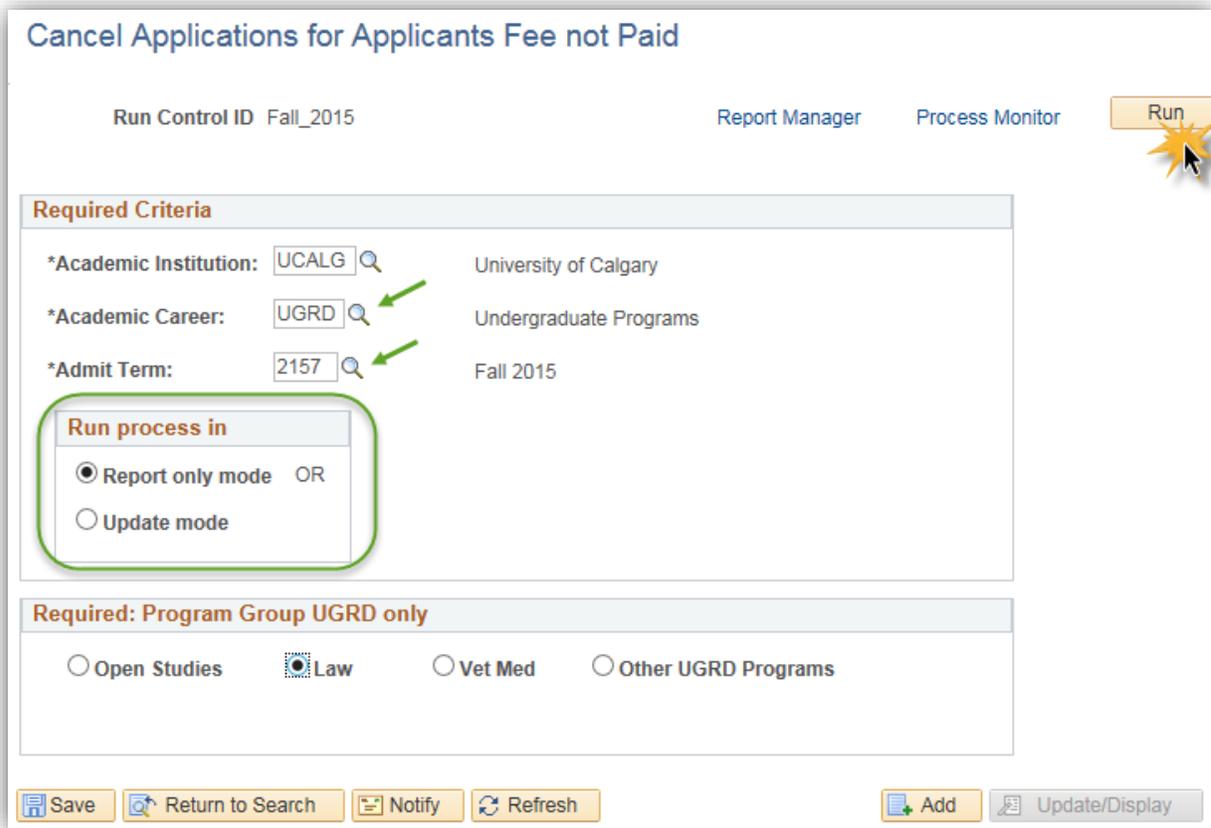Click the **Add** button.

Add

7.  If a run control has already been created, click **Search**.

Search

8. Choose the Academic career (GRD, MED, UGRD) by clicking on the lookup tool. There are also options for Required: Program Group UGRD only. These have been divided into the various types of student applications (e.g. Open Studies, Law, Vet Medicine and Other UGRD Programs). Select the applicable program (e.g. Law).

   You may select either **Report only mode** or **Update mode**.



Click the **Run** button.

[Run]

**Note:**

**Report only mode:**

You should always run this process in **Report only mode** first so the applications to be affected can be reviewed before they are updated. Use this mode to determine how many applications will be affected by the run. The report downloads results to an excel file for viewing. Running the process in Report only mode will not automatically cancel any applications or update the system.  It is recommended to run the Report in Report only mode if you would like to know the number and which files will be affected when you run in update mode.

9. The following steps display the work flow process for the job and is the same for Report only mode or Update mode and the same for each of the 3 Application Clean-Up processes.

   The Process Schedule Request displays, click the **OK** button.

   OK
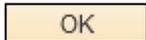
   | Process Scheduler Request | | | | | | |
   |---|---|---|---|---|---|---|
   | User ID | | | Run Control ID | Fall_2015 | | |

   | Server Name | | Run Date | 2018/02/02 | |
   |---|---|---|---|---|
   | Recurrence | | Run Time | 9:12:17AM | Reset to Current Date/Time |
   | Time Zone | | | | |

   **Process List**

   | Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
   |---|---|---|---|---|---|---|
   | ✔ | Cncl Appn Applcnt Fee not paid | UCADB029 | Application Engine | Web | TXT | Distribution |

   OK   Cancel   Refresh

10. Check the process monitor to check the progress of the report. Click the **Process Monitor** link.

    Process Monitor

11. The Process List will display any reports queued for processing. Press "Refresh" to view queued, processing and success/posted.
    Click the **Refresh** button.

    Refresh

    Process List   Server List

    **View Process Request For**

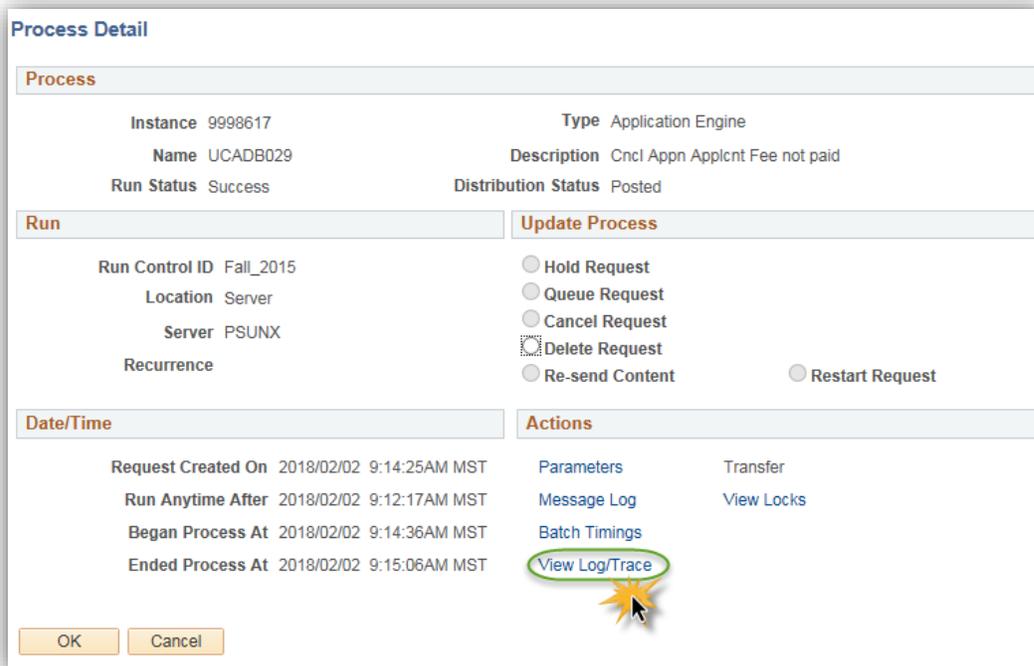    | User ID | | Type | | Last | | 300 | Days | | Refresh |
    |---|---|---|---|---|---|---|---|---|---|
    | Server | | Name | | Instance From | | Instance To | | | |
    | Run Status | | Distribution Status | | | ✔ Save On Refresh | | | | |

    **Process List**   Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

    | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
    |---|---|---|---|---|---|---|---|---|---|
    | ☐ | 9998617 | | Application Engine | UCADB029 | | 2018/02/02 9:12:17AM MST | Queued | N/A | Details |
    | ☐ | 9998616 | | Application Engine | UCADB029 | | 2018/02/02 8:37:39AM MST | Success | Posted | Details |

    Go back to Cancel Apps for fee not paid

    Save   Notify

    Process List | Server List

12. When the process indicates Success/Posted, click on the details link to view the report.
Click the **Details** link.



13. Click the **View Log/Trace** link.

View Log/Trace

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14. These are the files resulting from running the process in Report only mode.  The file list will indicate AppFeeNotPaid_inReportMode.csv when posted. Click the **file name.csv** link.

| File List | | |
|---|---|---|
| **Name** | **File Size (bytes)** | **Datetime Created** |
| 9998617_AppFeeNotPaid_InReportMode.csv | 139 | 2018/02/02  9:15:06.746998AM MST |
| AE_UCADB029_9998617.stdout | 993 | 2018/02/02  9:15:06.746998AM MST |

15. You will be prompted to Open, Save or Save As in excel.

**Windows Internet Explorer**

What do you want to do with
7538780_AppFeeNotPaid_InReportMode.xls?

Size: 139 bytes
From: saua.ucalgary.ca

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel
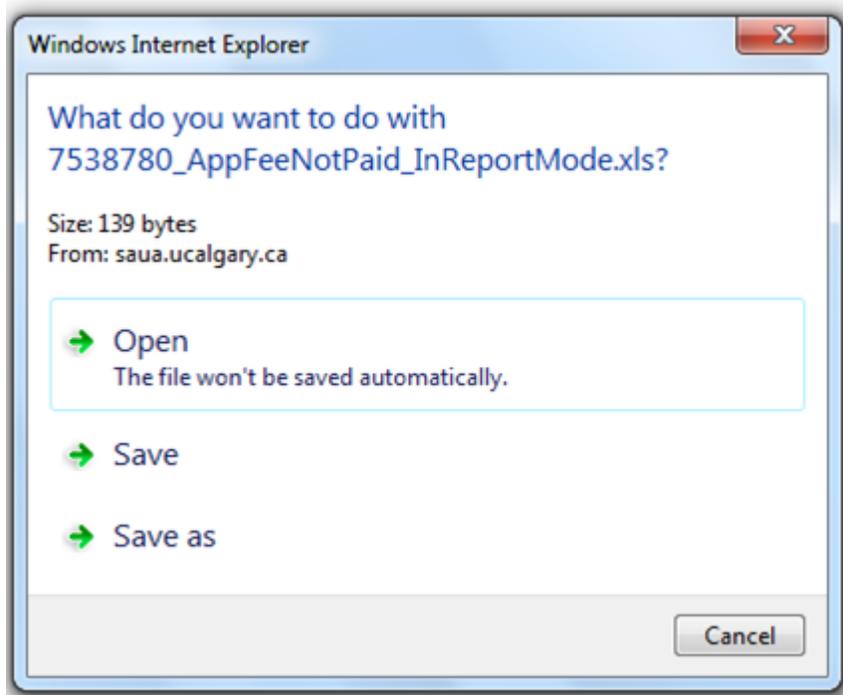
16. The information will display for applicants that have not paid the application fee. Running this report in "Report only mode", will give the user an idea of how many files will be affected if the report is run in "Update Mode". **Note:** Information has been omitted for FOIP reasons.
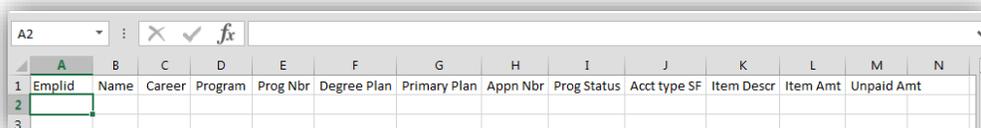
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Emplid | Name | Career | Program | Prog Nbr | Degree Plan | Primary Plan | Appn Nbr | Prog Status | Acct type SF | Item Descr | Item Amt | Unpaid Amt | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |

17. **Update Mode**:
These are the resulting files when the process is running Update mode. Running the process in **Update mode will update the system and cancel the applications** with an action of DENY and a reason of "Application Fee Not Paid". An exception report is generated which **may** contain applications. These applications must be looked at manually and if necessary, cancel the application and waive the application fee.
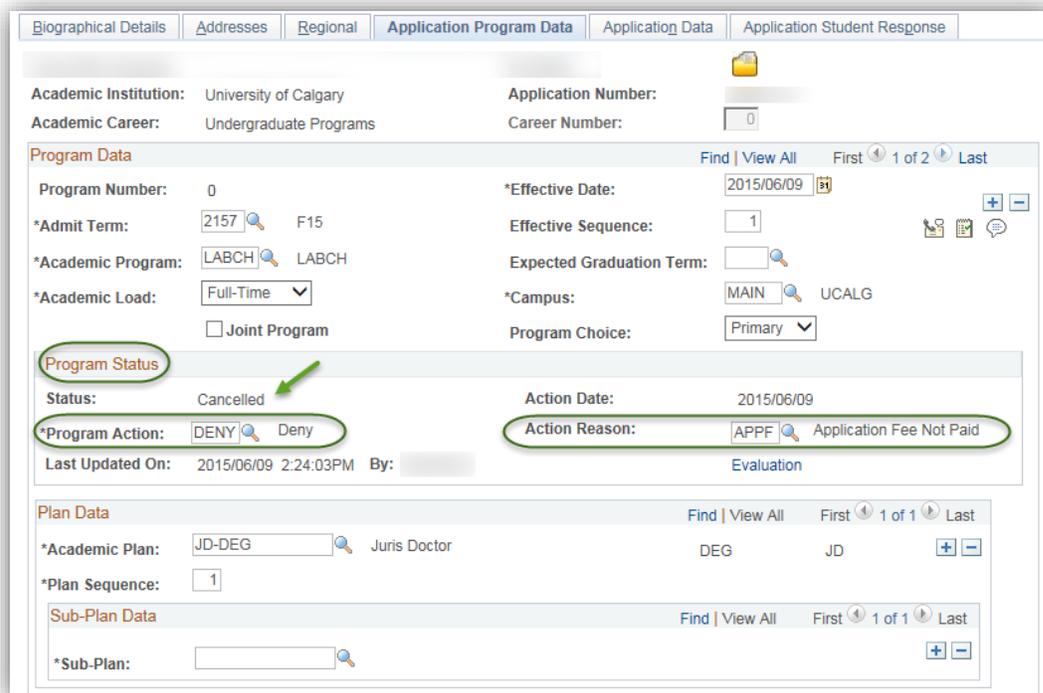
18. **Exception Report:**
    This is an example of an exception report. The exception report will contain applicants who partially paid the application fee. These applications must be manually closed. It is important to note if the exception report contains no applicants, no applications have to be processed manually.



19. Application Maintenance > Maintain Applications screens:
    When running the process in **Update mode** for the Applicants App Fee not Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab. The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action DENY and Action Reason (APPF) Application Fee Not Paid.

**Process # 2 Admitted App Fee Paid- did not accept the offer of admission**
This report will display applicants that have been admitted, paid the application fee but did not accept the offer of admission.

1.  Click the **Admitted App Fee Paid** link.
    Admitted App Fee Paid

2.  Add a new value otherwise press Search if one has already been created.
    Click the **Search** button.
    Search

3.  Indicate the desired required criteria and press Run. Click the **Run** button.
    Run

4.  Click the **OK** button.
    OK

5.  See steps 8 through 18 in the Process #1 for details on running and reviewing the jobs.
    Check the process monitor to check the progress of the report. Click the **Process Monitor** link.
    Process Monitor

6.  Once the report has been queued, processed and indicates success/posted, clicking on the Details link navigates to the process monitor where you can open the report in excel. Click the **Details** link.
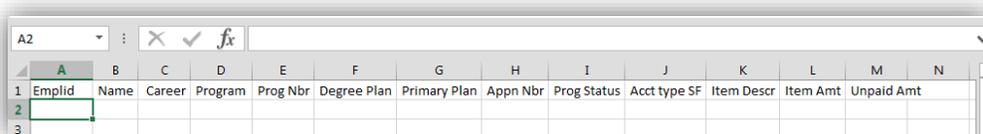    Details

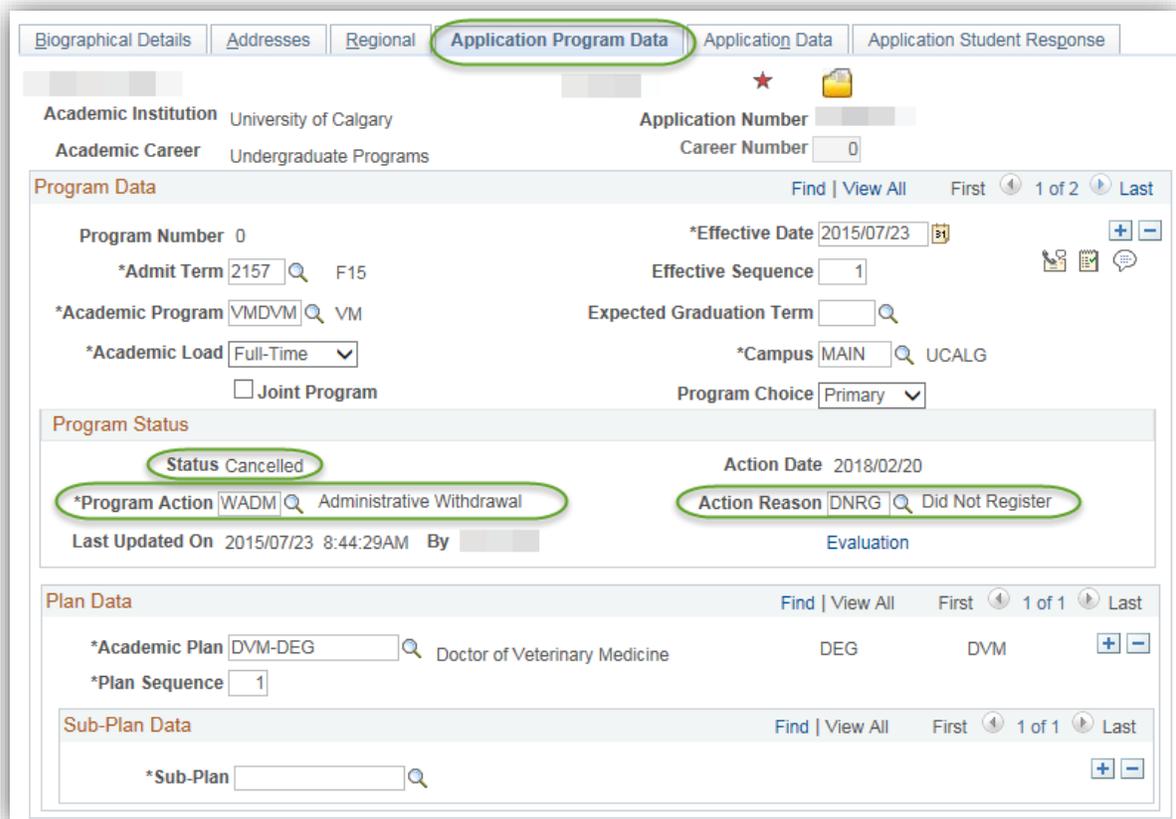7.  Click the **View Log/Trace** link.
    View Log/Trace

8.  If this report is run in "Update Mode", an exception file will be generated with a list of students whose files could not be cancelled automatically.  You will be prompted to Open, Save or Save As in excel.

9.  The information will display for applicants who have been admitted but did not accept the offer of admission. **Note:** Information has been omitted for FOIP reasons.

| Emplid | Name | Career | Program | Prog Nbr | Degree Plan | Primary Plan | Appn Nbr | Prog Status | Acct type SF | Item Descr | Item Amt | Unpaid Amt | |
|--------|------|--------|---------|----------|-------------|--------------|----------|-------------|--------------|------------|----------|------------|---|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

10. Application Maintenance > Maintain Applications screens:
When running the process in **Update mode** for the Admitted App Fee Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab. The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action WADM and Action Reason (DNRG) Did Not Register.

**Process # 3  Applicants App Fee Paid**

The following steps will explain how to run a report for applicants that have paid the application fee; however, did not complete/or submit supporting documents required for admission.

1. Click the **Applicants App Fee Paid** link.

   Applicants App Fee Paid

2. Enter a new value for the report otherwise press Search. Click the **Search** button.

   Search

3. Click the **Run** button.

   Run

4. Click the **OK** button.

   OK

5. See steps 8 through 18 in the Process #1 for details on running and reviewing the jobs.
   Check the process monitor to see the progress of the report.
   Click the **Process Monitor** link.

   Process Monitor

6. Once the report has been queued, processed and indicates success/posted clicking on the Details link navigates to the process monitor where you can open the report in excel.
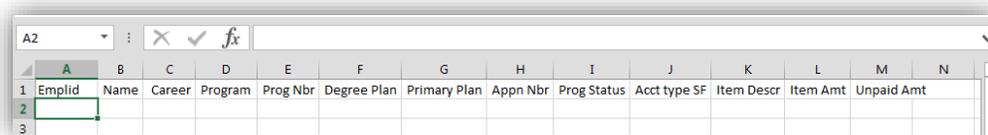   Click the **Details** link.

   Details

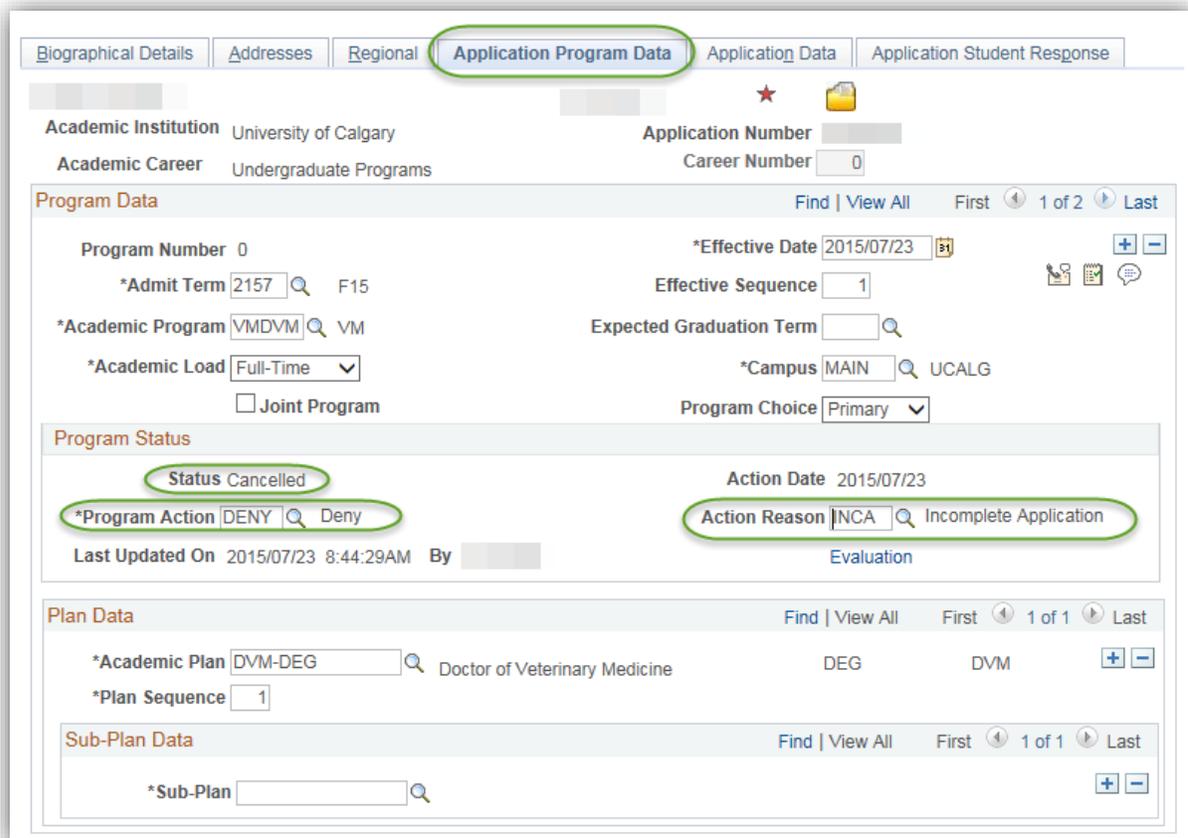7. Click the **View Log/Trace** link.

   View Log/Trace

8. If this report is run in "Update Mode" an exception file will be generated with a list of students whose files could not be cancelled automatically. You will be prompted to Open, Save or Save As in excel.

9. The information will display for applicants who did not submit the required documents. **Note:** Information has been omitted for FOIP reasons.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Emplid | Name | Career | Program | Prog Nbr | Degree Plan | Primary Plan | Appn Nbr | Prog Status | Acct type SF | Item Descr | Item Amt | Unpaid Amt | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

10. Application Maintenance > Maintain Applications screens:
    When running the process in **Update mode** for the Applicants App Fee Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab. The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action DENY and Action Reason (INCA) Incomplete Application.

**Cancel an Application**

The next part of this lesson will explain how to cancel the application from maintain applications. Cancelling the checklists will stop the information from showing on the "To Do" list in the Student Centre. This resolves the problem of outdated items being requested when a student reapplies to the UofC.

If, after running the previous processes, you need to manually cancel any application follow these instructions:
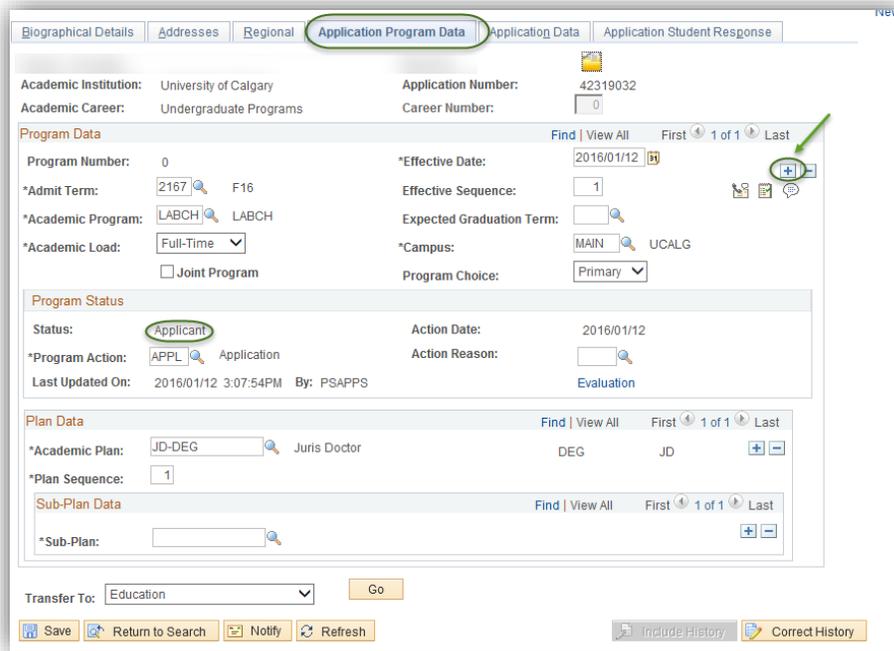
1.  Click the **Student Admissions** link.

    ▶ Student Admissions
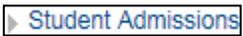
2.  Click the **Application Maintenance** link.

    Application Maintenance

3.  Click the **Maintain Applications** link.

    Maintain Applications

4.  Enter the (UCID) number, the applicable career (Grad, UGRD, etc.) and/or any other desired search criteria and press Search or Enter.
    Click the **Search** button.

    Search

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

    Application Program Data

6.    To clean up applications for applicants that did not submit their application fee, follow the next steps. In order to cancel the application, add a new effective dated row. Click the **Add a new row** button.



7.    Click the **Look up Program Action** button.



8.    Click the **DENY** link.

DENY

9. The status will change to cancelled reflecting the Deny option selected.
   Click the **Look up Action Reason** button.

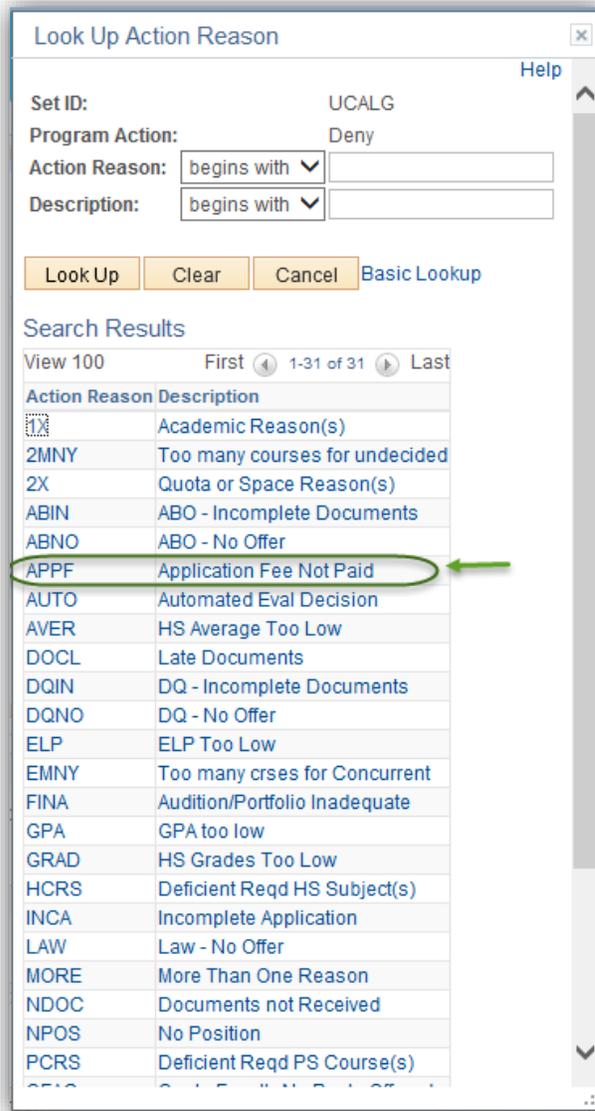10. Select APPF Application Fee Not Paid when denying a student that has not paid the application fee. Click the **APPF** link.

APPF



11. Once the program action is DENY and the action reason is entered APPF Application Fee Not Paid save the changes. Click the **Save** button.

Save

12.   To clean up applications for applicants that have been admitted but did not accept the offer of admission follow these next steps. Click the **Add a new row** button.
      [+]

13.   Click the **Look up Program Action** button.
      🔍

14.   Click the **WADM** link.
      WADM



15.   Status will change to cancelled reflecting the program action of WADM Administrative Withdrawal. Click the **Look up Action Reason** button.
      🔍

16.    Select the DNRG Did Not Register action reason. Click the **DNRG** link.

DNRG



17.    Once the program action is WADM Administrative Withdrawal and the action reason is DNRG Did Not Register, save the changes. Click the **Save** button.

Save

18.    To clean up applications for applicants that paid the application fee but did not submit supporting documents follow these next steps. Click the **Add a new row** button.

19.     Click the **Look up Program Action** button.

20.     Click the **DENY** link.
        DENY



Look Up Program Action                                        [×]

                                                            Help

**Program Action:** begins with ▼ [          ]
**Description:**    begins with ▼ [          ]

[ Look Up ]  [ Clear ]  [ Cancel ]  Basic Lookup

Search Results

View 100      First ◄ 1-16 of 16 ► Last

| Program Action | Description |
| --- | --- |
| ADMT | Admit |
| ADRV | Admission Revocation |
| APPL | Application |
| COND | Conditional Admit |
| DATA | Data Change |
| DEFR | Defer Enrollment |
| DEIN | Intention to Matriculate |
| DENY | Deny |
| MATR | Matriculation |
| PLNC | Plan Change |
| PRGC | Program Change |
| RAPP | Readmit Application |
| RECN | Reconsideration |
| WADM | Administrative Withdrawal |
| WAIT | Waitlist |
| WAPP | Applicant Withdrawal |

21.     Click the **Look up Action Reason** button.

22. For the action reason select INCA - Incomplete Application. Click the **INCA** link.
INCA

Look Up Action Reason

Help
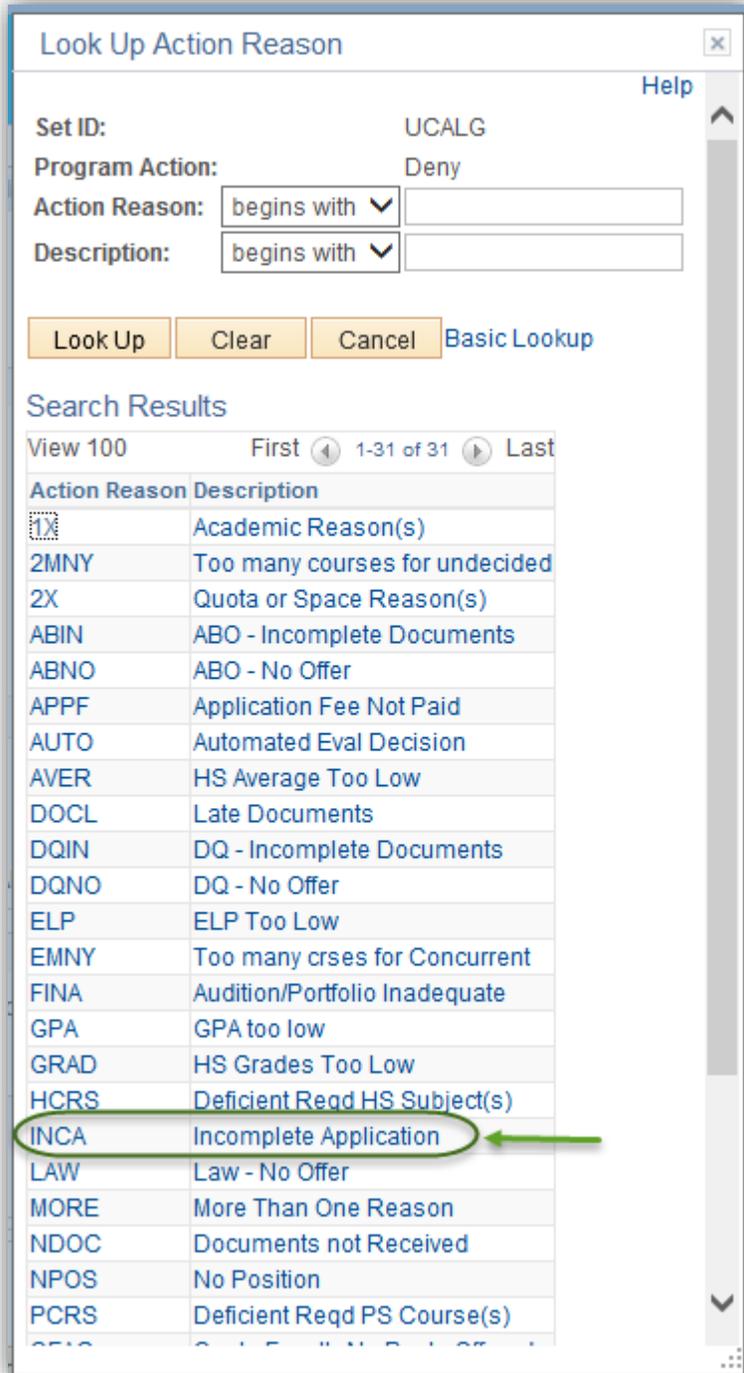
Set ID: UCALG
Program Action: Deny
Action Reason: begins with ∨
Description: begins with ∨

Look Up    Clear    Cancel    Basic Lookup

Search Results

View 100          First ◄ 1-31 of 31 ► Last

| Action Reason | Description |
|---|---|
| 1X | Academic Reason(s) |
| 2MNY | Too many courses for undecided |
| 2X | Quota or Space Reason(s) |
| ABIN | ABO - Incomplete Documents |
| ABNO | ABO - No Offer |
| APPF | Application Fee Not Paid |
| AUTO | Automated Eval Decision |
| AVER | HS Average Too Low |
| DOCL | Late Documents |
| DQIN | DQ - Incomplete Documents |
| DQNO | DQ - No Offer |
| ELP | ELP Too Low |
| EMNY | Too many crses for Concurrent |
| FINA | Audition/Portfolio Inadequate |
| GPA | GPA too low |
| GRAD | HS Grades Too Low |
| HCRS | Deficient Reqd HS Subject(s) |
| INCA | Incomplete Application |
| LAW | Law - No Offer |
| MORE | More Than One Reason |
| NDOC | Documents not Received |
| NPOS | No Position |
| PCRS | Deficient Reqd PS Course(s) |

23.     Once the program action is DENY and the action reason is INCA Incomplete Application, save the changes. Click the **Save** button.



End of Procedure

For the corresponding online learning consult the Student and Enrolment Services website > Student Administration (PeopleSoft Campus Solutions).