



The State University
of New York

Office of the
Chief Financial Officer

State University Plaza
Albany, New York 12246

www.suny.edu

MEMORANDUM

TO: Campus Accounting and Overseas Academic Programs (OAP) Offices

FROM: Peggy O'Day *PO*
Assistant University Controller

SUBJECT: Billing Processes for Overseas Academic Exchange Programs

DATE: March 15, 2013

At the February Accounting/Budget/Bursar (ABB) meetings, a committee of ABB and SUNY Controller's Office representatives (previously charged with reviewing our current OAP billing processes) met and proposed a solution that seems to meet the needs of campuses as well as Statewide Financial System objectives. The proposal was well received and the ABB group as a whole agreed that it should be implemented starting with the **Spring 13** semester.

The billing process would work as follows:

1. Once a semester (see OAP Student Billing Schedule docx.), the campus OAP or Finance Office (OAPF) will bill the other SUNY campuses for OAP students attending their campus (see OAP Student Detail xlsx.). They will do this by sending a list of student names, ID's, and amounts to be transferred. The campus that receives this list will review for accuracy and notify the billing campus if they believe something should be modified.
2. Once a semester the campus OAPF will fill out a spreadsheet (see OAP JV xlsx.) showing how much all of the other campuses owe their campus for OAP students and submit to the SUNY Controller's Office.
3. Once a semester the SUNY Controller's Office will process a journal transfer for each campus that will deposit revenues in the campus 344 fund and charge the other campus under sub-object 5801 in account 960002.
4. The campus will then distribute revenues from their 344 fund to the appropriate IFR or directly onto the student's account.

Please review the processes and start with the Spring 13 semester. The OAP Student Detail spreadsheet is due to campuses on April 15, 2013 and the OAP JV spreadsheet is due to SUNY on May 15, 2013. See attached billing schedule for dates for all semesters

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going forward. Please submit the completed spreadsheet for processing to Universitycontroller@suny.edu.

It's imperative that all campuses meet these deadlines as the journal will only be processed once a semester. If a campus does not submit the journal or if there are corrections once the deadline has passed, the campus will need to include these changes with the next semester's spreadsheet.

Continue to send individual journals for semester's prior to Spring 2013 semester to Universitycontroller@suny.edu. Any individual journals received for Spring 2013 semester or after will need to follow the new process or will be sent back to the campus without being input.

If you have any questions or concerns, please do not hesitate to contact Amy Kahn or myself.

Billing schedule:

Fall Schedule

OAPF Office issues a list of names, ID's and amounts to other OAP Offices	November 1st
Campus must notify the billing campus of any modifications to billings	November 15th
OAPF Office submits finalized values on the above spreadsheet to SUNY Controller's	November 30th
The SUNY Controller's Office processes all journal transfers	December 15th

Winter Schedule

OAPF Office issues a list of names, ID's and amounts to other OAP Offices	January 1st
Campus must notify the billing campus of any modifications to billings	January 15th
OAPF Office submits finalized values on the above spreadsheet to SUNY Controller's	January 30th
The SUNY Controller's Office processes all journal transfers	February 15th

Spring Schedule

OAPF Office issues a list of names, ID's and amounts to other OAP Offices	April 1st	Spring 13 Only April 15 th
Campus must notify the billing campus of any modifications to billings	April 15th	April 30 th
OAPF Office submits finalized values on the above spreadsheet to SUNY Controller's	April 30th	May 15 th
The SUNY Controller's Office processes all journal transfers	May 15th	May 31 st

Summer Schedule

OAPF Office issues a list of names, ID's and amounts to other OAP Offices	July 1st
Campus must notify the billing campus of any modifications to billings	July 15th
OAPF Office submits finalized values on the above spreadsheet to SUNY Controller's	July 31st
The SUNY Controller's Office processes all journal transfers	August 15th

Billing Campus Name _____

Semester _____

Student Name	Student ID	Credit Hours	Tuition	Referral Fees	Total Charges
1			\$0	\$0	\$0
2			\$0	\$0	\$0
3			\$0	\$0	\$0
4			\$0	\$0	\$0
5			\$0	\$0	\$0
6			\$0	\$0	\$0
7			\$0	\$0	\$0
8			\$0	\$0	\$0
9			\$0	\$0	\$0
10			\$0	\$0	\$0
11			\$0	\$0	\$0
12			\$0	\$0	\$0
13			\$0	\$0	\$0
14			\$0	\$0	\$0
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65			\$0	\$0	\$0
66			\$0	\$0	\$0
67			\$0	\$0	\$0
68			\$0	\$0	\$0
69			\$0	\$0	\$0

