	TITLE:	
FINANCE	Florida Prepaid Automated Bill and Payment processing	
	NUMBER:	**VERSION:**
PROCEDURE	FIN-SAS-021	02
MANUAL	**ISSUED DATE:**	**REVISION DATE:**
	3/5/2010	7/5/2012

> ### Purpose:

Establish guidelines for the automated process of billing and collection of fees under the Florida Prepaid program.

> ### Definitions:

Bill (Invoice): Prepared in PantherNet with sequential numbers that is used to request payment from the customer or student. A bill contains invoice number, student tuition charges, and information required to obtain funds from the customer or student.

File Transfer Protocol (FTP): Method of transferring data files from one computer to another over a network.

Florida Prepaid: Savings plan used to pay for any qualified higher education expenses, including tuition, fees, room and board, food, books, supplies and equipment, required by the college or graduate school.

FLPREPAY cashier: The cashier identification used in PantherNet to make automated Florida Prepaid payments.

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at Palm Beach State College including financial, student, and payroll/personnel records.

> ### Responsibility:

Accounts Receivable: Generates bill and sends required information to IT Department.

IT Department: Uploads information from PantherNet and sends FTP file to Florida Prepaid through the Northwest Regional Data Center.

Florida Prepaid: Uploads the College's file against their data and submits payment to the College.

> ### Procedure Details:

1. Accounts Receivable generates pre-bill in PantherNet and verifies information is accurate.

2. Once pre-bill is reviewed, then Accounts Receivable generates bill in PantherNet in order to obtain a bill ID number.

3. Accounts Receivable requests from the IT Department the PantherNet batch job which prepares a file to be sent electronically to the Northwest Regional Data Center. The parameters for the job include: Fiscal Year, Bill ID, Term, and Calendar Year.

4. The Florida Prepaid invoice file is automatically uploaded into the Florida Prepaid system for final review and processing.

5. Accounts Receivable notifies schoolhelp@florida529plans.com the invoice has been submitted.

6. Once Florida Prepaid loads the invoice, Accounts Receivable can then sign on to Florida Prepaid system to review any errors or make any adjustments prior to closing out the invoice.

7. When the invoice is closed out or submitted on the Florida Prepaid system by Accounts Receivable, no other changes can be made to that invoice.

8. The following business day, Accounts Receivable will request from the IT Department the PantherNet batch job which will bring in the file for the specific invoice that was closed. This will provide a reconciliation report between the Florida Prepaid invoice file and the PantherNet invoice.

9. Accounts Receivable will wait until payment is received by the College. Only after payment is received from Florida Prepaid will Accounts Receivable determine if a detailed Excel 'payment' file is needed. The Excel payment file may be different from the Florida Prepaid 'invoice' file. The Excel file will only be needed if there are differences between the 'invoice' file and the actual 'payment'. The Excel file can also be used if the invoice/payment file is not received or is overwritten.

10. Once payment is received, Accounts Receivable will request the IT Department to run the PantherNet job to automatically create the FLPREPAY cashier receipt.

11. Any differences between the FLPREPAY cashier receipt and the payment received from Florida Prepaid will need to be reconciled by Accounts Receivable.

➢ **References:**

Florida Statutes: 1009.97 (et al) Prepaid College Board Programs

http://www.flsenate.gov/statutes/