What is an Item Type in SIS?

The means by which every type of unique financial transaction is categorized in SIS. If we need to report on a specific type of transaction, we need to create a unique item type to do so. Every item type has GL coding attached to it that gets reported to Accounting Services.

Examples:

We need to report cash payments versus check payments, versus payments received through the lockbox, so we have a ‘Cash’ payment item type, a ‘Check’ payment item type, and a ‘Lockbox’ payment item type.

We need to report if charges are paid by a TA waiver versus an RA waiver, so different item types are defined for these.

We need to report if a Stafford Loan pays charges versus a Perkins Loan, so different item types are defined for these.

We need to report revenue received as Instructional charges versus Nonresident charges, so different item types are defined for these.

Within Instructional charges, we need to report Undergrad separate from Grad, for example, so there is a series of “Instructional Charge” item types. Same is true for Nonresident charges.

We need to report Seg Fees separate from each of these, so there are item types for those as well. Seg Fees all share the same GL coding, but we have each seg fee defined as separate item types in case we need to report revenue received by seg fee.

With Nonstandard fee courses, if the revenue is to go to the general tuition revenue fund, we can use an existing item type. For example, Special Instructional. But if the funds are directed to the school/college/department, a unique GL coding definition is needed, which means a new item type needs to be created.

The Bursar’s Office must be involved in the definition of a new item type in SIS.

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