



OSP: Detailed Obligations and Student Payments

Table of Contents

Why Use Detailed Obligations?.....	1
OSP School District Prerequisites and Setup.....	2
Adding Student Detailed Obligations	2
Creating an Obligation Type Category (One-Time Setup).....	3
Next Steps	4
Creating Student Detailed Obligations	4
To create a Detailed Student Obligation:	4
Importing Student Detailed Obligations	6
Detailed Obligation Reports	7
Generating an Obligation Payments Report.....	7
Generating a Detailed Obligations Type Balance Report	8
How Parents Pay for a Detailed Obligation	10
Next Steps	11

Why Use Detailed Obligations?

Student Detailed Obligations allow you to push student payments for money owed to the school or school district directly to the student or parent. They pay for these Obligations through your district’s OSP Parent Site using a credit or debit card. This obligation type can be considered as something similar to a student invoice. It also allows you, as the school’s bookkeeper, to easily track the payment status for this money owed by the student.

Parents can pay for Detailed Obligations for students in their OSP Parent Account>>Student Profile. When a parent pays for Detailed Obligations on the OSP Parent Site, OSP displays a list of Obligations due and allows the parent to choose which Detailed Obligations they want to pay for in this order. Any

OSP: Student Detailed Obligations

Detailed Student Obligations which are not paid for in that order remain as “Student Obligations Outstanding” and are available for future payment.

Several reports are available to help you track the payment status for Detailed Obligations. These are Detailed Obligations which have:

- Been paid (refer to the [Reports: Detailed Obligations Paid](#) section)
- Yet to be paid (refer to the [Reports: Detailed Obligations Outstanding](#) section)

OSP School District Prerequisites and Setup

Detailed Obligations require that the following items be set up before you can use this feature:

1. Your student ID and student information integrate with our Student Web Services functionality. This requires that parents use the student’s Student ID when they create an OSP Parent Account. For more information about how to obtain the student ID numbers for your school district, please contact your Central Office.
2. Your OSP Student Information is up to date for the following required fields:
 - Student ID – This is the Student ID number assigned from your school district
 - First Name – This is the first name of the student associated with this Student ID
 - Last Name - This is the Last name of the student associated with this Student ID
 - Current School Name – This is your school’s name as it appears in OSP

You can download a [Student Information template](#) from our Web site to use with the Import Student Information task. For more information on how to update student information or to run the Import Student Information task, refer to the OSP User’s Guide.

Adding Student Detailed Obligations

Setting up Detailed Obligations is a two-step process. First, you set up the overall category for the type of Obligation, such as “Overdue Library Books”. Once this category is set up, you can use it over and over again. These categories remain on the OSP Parent Site and never go offline, like an Activity. Next, you create the specific Student Detailed Obligation and assign it to a specific student.

Once you create this item, it remains in the OSP system as an outstanding item until either the parent pays for the Detailed Obligation or you delete it from OSP.



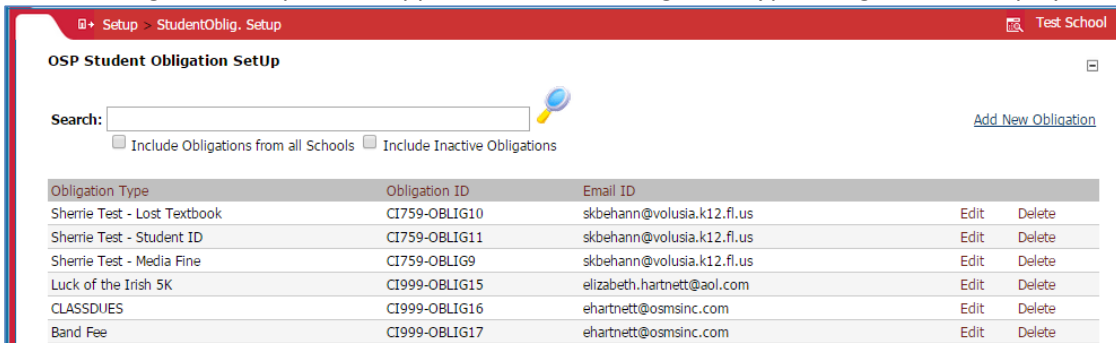
Once the Student Detailed Obligation has been created, it is available for payment on the parent site. Since there are no dates for a Detailed Obligation to go online or offline for sale, the Obligation continues to be associated with that student’s ID unless you choose to delete it.

Reports such as the [Detailed Student Obligation Balance Report](#) or [Detailed Obligation Type Balance Report](#) reports allow you to review which student obligations have had payments made against them and which student still owe money to the school. You can also download this report into Excel format, customize and sort the data for your own records.

Creating an Obligation Type Category (One-Time Setup)

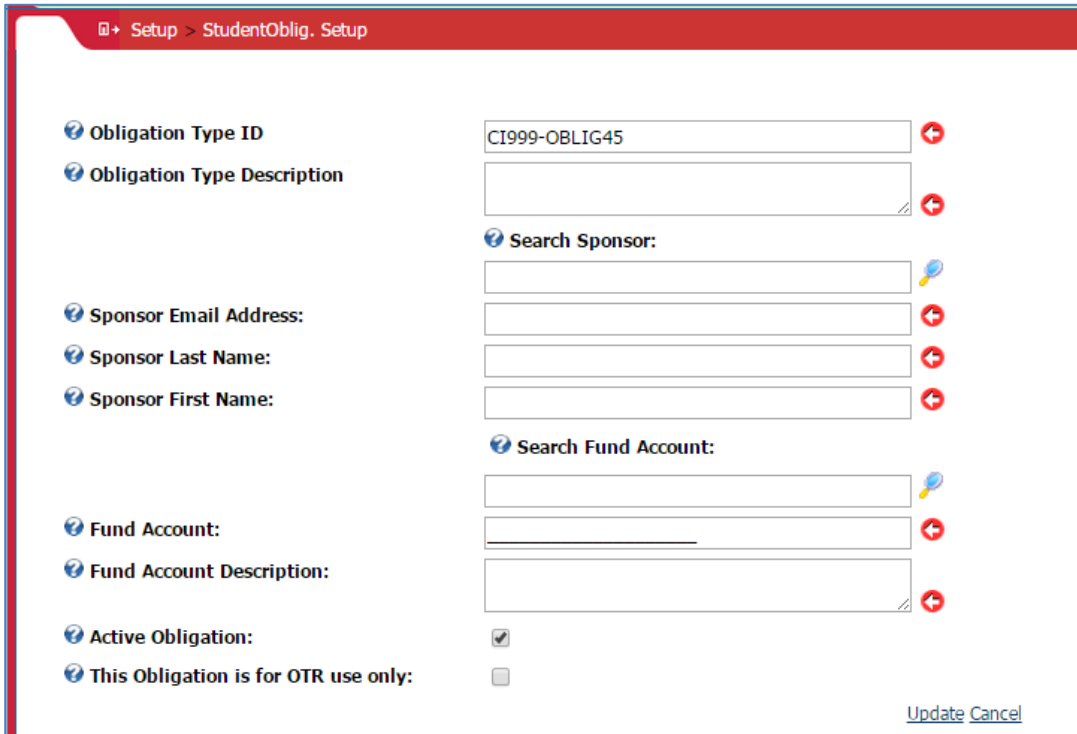
1. Select Setup | Student Oblig Setup the main menu.

Student Obligation Setup screen appears. All active Obligation Type categories are displayed.



2. Choose the Add New Obligation link.

The Student Oblig Setup menu appears. The Obligation Type ID is automatically created by OSP for you.



3. Enter the name of the Obligation category, such as Lost Library Book in the **Obligation Type Description** field.
NOTE: The contents of this field is critical to copy if you are also [importing detailed obligations](#).
4. Enter the Teacher/Sponsor's information in the Sponsor fields.
5. Enter the Fund Account number where the funds will be deposited or choose from an existing Fund Account. The Fund Account number must match exactly with the SFO Fund Account number.
6. If you are an OTR customer and want to make this an OTR-only obligation, enable the **This Obligation is for OTR use only** field.
Note: When this field is enabled, this obligation type can only be receipted in school with the OTR application. Parents will not be able to pay for this obligation type online with a credit card.
7. Press the Update link to add this Obligation Type category.
The new Student Obligation now appears on the OSP Student Obligation Setup list.

The Obligation Category is now available for you to create a Student Detailed Obligation and assign it to student(s).

Next Steps

Now that you have created an Obligation Category, you can create one or more Detailed Obligations and assign them to an individual student.

Creating Student Detailed Obligations

Creating a student Detailed Obligation is a task you can run 1 or more times once you have an Obligations Category already set up. Running this task allows you to set the amount of the money due to an individual student. Any OSP parent profile which has that student ID attached to their profile can pay for this obligation online with a credit card.

If you are an OTR customer, your teachers can also receipt Detailed Obligations in the classroom.

Student Detailed Obligations can be created via:

- Detailed Student Obligation menu – This option is useful if you have only a handful of Detailed Obligations to add for your school. Student Obligations are added one by one with this task.
- Import Detailed Obligations – This option is useful if you have many Detailed Obligations to add for your school. Student Obligations are imported in bulk via an Excel spreadsheet template.

To create a Detailed Student Obligation:

1. Choose Student | Student Detailed Oblig from the main menu.

The Student Detailed Oblig screen appears with a list of all Detailed Obligations.

Students > Student Detailed Obligation Test School

Student Detailed Oblig

Search: Display All Obligations (Current School) Include Obligations From All Schools [Add New Student Detailed Obligation](#)

Obligation ID	Student ID	First Name	Last Name	Obligation Date	Orig. Amt.	Current Amt. Due	Obligation Type	Edit	Delete
000090000166	1kbeh	Kevin	A Behanna	07/01/2015	25.00	13.00	Kevin Lost Book	Edit	Delete
000090000167	1kbeh	Kevin	A Behanna	07/02/2015	25.00	8.00	Kevin Lost Media	Edit	Delete
90000004	1LYMZ	Emily	Aaron	10/29/2013	5.00	5.00	CLASSDUES	Edit	Delete
90000006	1LYMZ	Emily	Aaron	10/29/2013	275.00	275.00	CLASSDUES	Edit	Delete
90000010	1QQGW	JAIIME	ABAD	03/19/2012	5.00	5.00	CLASS2015	Edit	Delete
90000011	1QQGW	JAIIME	ABAD	04/26/2013	5.00	5.00	BADGE	Edit	Delete

2. Select the **Add New Student Detailed Obligation** link.

The Student Detailed Obligation screen appears with an Obligation ID number already assigned for you.

Students > Student Detailed Obligation

Obligation ID:

Student ID:

First Name:

Last Name:

School ID:

School Name:

Obligation Date: [Calendar](#)

Obligation Type:

Obligation Amount:

Obligation Amount Due:

Obligation Description:

User Defined Value 1:

User Defined Value 2:

User Defined Value 3:

[Update](#) [Cancel](#)

8. Enter data into or choose options for the following fields.

- Student ID
- First name
- Last Name
- School ID (School Name)
- Obligation Date
- Obligation Type (Category Type)
- Obligation Amount
- Obligation Description

9. Select the Update link to save this Detailed Obligation and assign it to the chosen student.

OSP saves this new Detailed Obligation and displays it on the Student Detailed Obligation screen.

Importing Student Detailed Obligations

This task requires that you use our Import Detailed Obligations template and add student obligations to this file before you can import the obligations into OSP.

The Import Detailed Obligations template can be found [here](#). Save a local copy of the file to your computer.

The following guidelines are important:

1. The Excel document must be in .xls format.
2. Extra columns are not supported. All extra rows must be blank too.
3. Every Obligation ID must be unique.
4. [Summary Obligations](#) must be set up first. This is the general category for the Detailed Obligation.
5. The worksheet name must be Sheet1.
6. The **Obligation Type** spreadsheet column must match *exactly* (including uppercase, lowercase letters and spaces) with **the Obligation Type Description** field from the Obligation Type Category setup. If they do not match, the spreadsheet rows will not import into OSP.

Sponsor ID	School Name	Obligation Date	Obligation Type	Obligation Amount	Obligation Description	User Def 1	User D
2	Bohn Elementary	1/14/2008	Property Damage	\$ 12.00	Damaged Desk	102	def2
2	Bohn Elementary	10/12/2008	Student Library Fee	\$ 18.00	Lost Library Book	The ABC's	

To import Detailed Obligations into OSP:

1. Select the Import/Export | Import Detailed Obligations menu.

The Import Detailed Obligations menu appears.

2. Select the Choose File button.

Your local computer directory appears.

3. Navigate to the location of your Import Template and select the Open button.

The OSP Detailed Import screen appears with the chosen file selected.

4. Select the **Import from Excel** link to import your file into OSP.

Once the file has been imported successfully, OSP displays the “Detailed Obligations Imported message”.

Detailed Obligation Reports

There are two Detailed Obligations reports which are helpful to track and maintain payment made versus payments outstanding. There reports are:

- Detailed Obligations Payments
- Detailed Obligations Outstanding

Generating an Obligation Payments Report

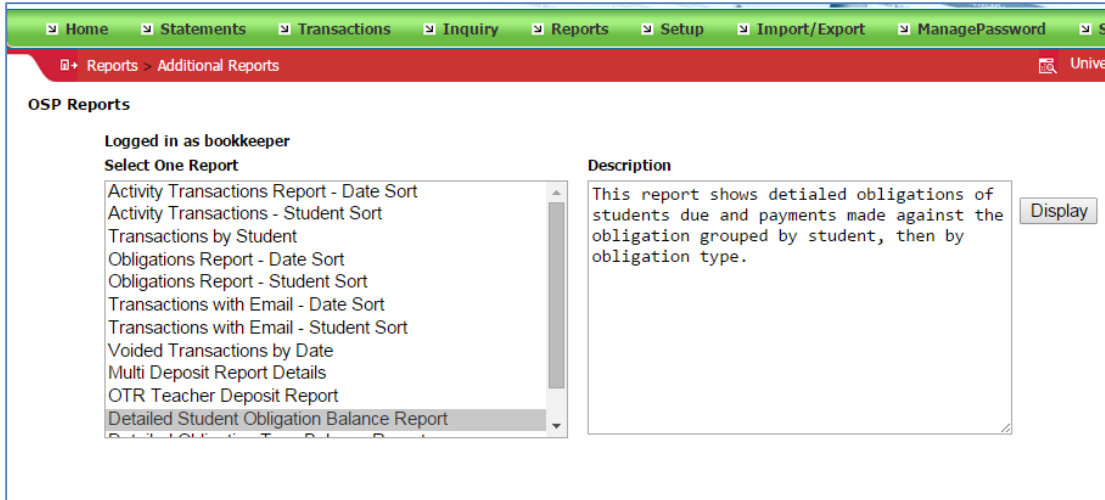
The Detailed Student Obligation Balance Report report allows you to see which students have paid for obligations. It also includes the first and last name of the Purchaser as well as the obligation amount paid and the information which was entered into the Description field. The report is organized by student ID. The report also gives a total amount of funds collected for that date range at the bottom of the report.

As with all OSP reports, remember that you can always export the report to an Excel .xls file on your computer and sort the data to fit your requirements.

1. Select Reports | Additional Reports | Detailed Student Obligation Balance Report from the main menu.

The Detailed Student Obligation Balance report screen appears.

OSP: Student Detailed Obligations



2. Choose one or more Obligation Types and select the OK button to generate the report.

The Detailed Student Obligations Balance report appears. The report information is sorted by student name in the left column.

The screenshot displays the 'University High Student Obligation Balance Report'. The report is sorted by student name. The table below shows the data for three students: ABLER, DESTINY; ACEVEDO COLON, JESSICA; and ACEVEDO, DANIEL. Each student's obligations are grouped by 'ID Badge' type, with a total for each group.

Obligation Type		Student ID							
Type	Obligation #	Oblig Date	Oblig Amt	Obligation Desc	Payment #	Pay Date	Pay Amt	Amt Due	
ABLER, DESTINY									
ID Badge									
Unpaid	00000000005	10/29/13	5.00	Student ID			0.00	5.00	
Obligation Type Total:				5.00	ID Badge Payment Total:		0.00	ID Badge Balance Due:	
								5.00	
ACEVEDO COLON, JESSICA									
ID Badge									
Unpaid	00000000016	04/26/13	5.00	Student ID			0.00	5.00	
Obligation Type Total:				5.00	ID Badge Payment Total:		0.00	ID Badge Balance Due:	
								5.00	
ACEVEDO, DANIEL									
ID Badge									

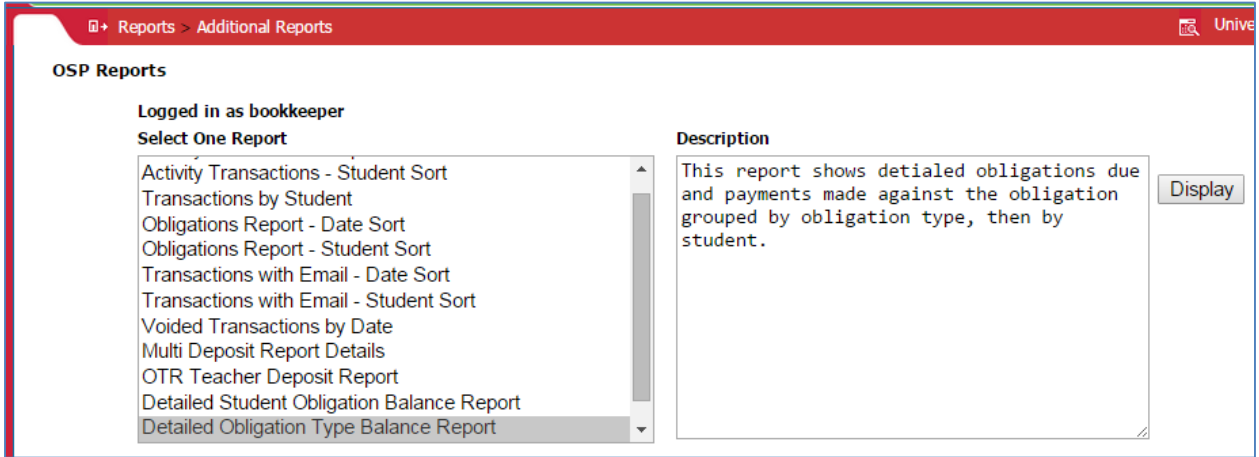
Generating a Detailed Obligations Type Balance Report

The Detailed Obligations type Balance report allows you to see which students still owe money for each obligation type. The report is organized by Obligation Type and then student ID. The report also gives a total amount of funds collected for that date range at the bottom of the report.

As with all OSP reports, remember that you can always export the report to an Excel .xls file on your computer and sort the data to fit your requirements.

1. Select Reports | Additional Reports | Detailed Obligation Type Balance Report from the main menu.

The Detailed Obligations Type Balance report screen appears.



2. Choose one or more Obligation Type IDs for this report and select the OK button.

The Detailed Obligations Outstanding report appears with a list of outstanding obligations for your school.

Return To Previous Page

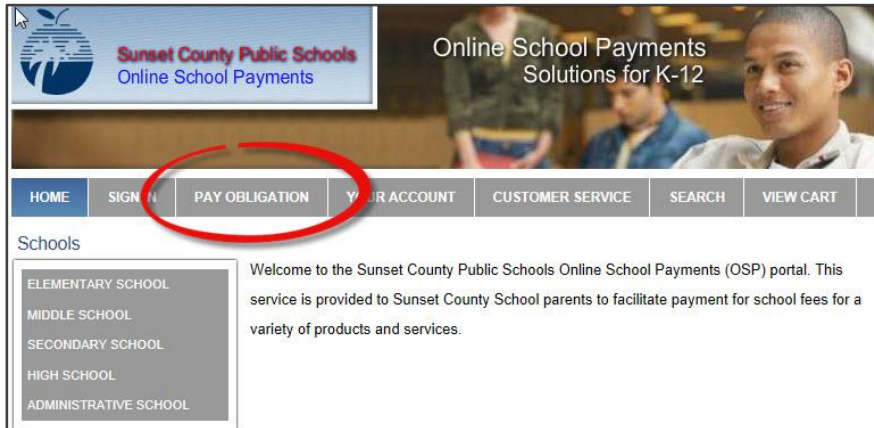
University High Printed: 08/05/2015 12:20 pm

Obligation Type Balance Report

Obligation Type		Student ID	Student Name	Type	Obligation #	Oblig Date	Oblig Amt	Obligation Desc	Payment #	Pay Date	Pay Amt	Amt Due
ID Badge												
1RHZT		ABLER, DESTINY		Unpaid	00000000005	10/29/13	5.00	Student ID			0.00	5.00
1PXUI		ACEVEDO COLON, JESSICA		Unpaid	00000000016	04/26/13	5.00	Student ID			0.00	5.00
1PXZX		ACEVEDO, DANIEL		Unpaid	00000000013	04/26/13	5.00	Student ID			0.00	5.00
1PIQI		ACOSTA, MARIAH		Unpaid	00000000018	04/29/13	5.00	Student ID			0.00	5.00
1NTPU		ACOSTA, RICARDO		Unpaid	00000000023	04/26/13	5.00	Student ID			0.00	5.00
1beha		Behanna, Danielle		Paid	00000000026	07/02/15	5.00	Student ID	TR-104516	07/20/15	1.00	4.00
				Partial		01/01/00			TR-104470	07/16/15	4.00	-4.00
				Partial		01/01/00			TR-104468	07/16/15	3.00	-3.00
Obligation Type Total:							30.00		ID Badge Payment Total:		8.00	
									ID Badge Balance Due:			22.00
Grand Total:							30.00				8.00	22.00

How Parents Pay for a Detailed Obligation

1. The parent logs into your school district's OSP site. If this is a new parent account, they also have to add the student to their profile to be able to pay for a Detailed Obligation.
2. They select the Pay Obligations option along the menu bar.



The Detailed Obligation Payment screen appears.

3. They choose the student from the Select Student Profile dropdown list box.
4. They select the school the student attends so that funds are sent to the correct school.
5. They review this list of unpaid Detailed Obligations for this student and click to select the Pay checkbox to the right of each item.

OSP totals the selected Detailed Obligations in the Amount to Pay field. The parent cannot edit this field for partial payments. They can only choose which Detailed Obligation line items to pay in full.

A screenshot of the "Detailed Obligation Payment" screen. The page has a navigation bar with HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. The main content area is titled "Detailed Obligation Payment" and contains the following fields:

- Select Student Profile: Hartnett ,Mary (dropdown menu)
- Assigned Student Profile: Hartnett ,Mary 9142993458
- Select School Student Attends: Springfield Elementary (dropdown menu)
- Amount To Pay: 25 (input field)
- Detailed Obligation Amount To Pay

Below these fields is a table with the following data:

ID	Description	Oblig Date	Amount	Pay
00000000002	the Ender's overdue	11/14/2013	\$15.00	<input checked="" type="checkbox"/>
00000000003	movie rental	11/01/2013	\$10.00	<input checked="" type="checkbox"/>
00000000004	1st payment	11/20/2013	\$50.00	<input type="checkbox"/>

At the bottom of the screen are two buttons: "Cancel" and "Add To Cart".

- Once they have selected the Detailed Obligations for this order, they should press Add to Cart to add this Obligation to their shopping cart.

The Detailed Obligation now appears in their shopping cart with the student’s name assigned to the right of the item. The student name cannot be updated since this Detailed Obligation is tied to this student.

HOME SIGN OUT PAY OBLIGATION YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Step 1 of 4 - Assign Student Profile to Activity

2 Items in Cart

Add Student Profile **New users must add the student profile here, otherwise select student profile below.**

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
* <u>ZZ112-OBLIG3</u> Overdue library books Springfield Elementary	\$15.00	Hartnett, Mary	Hartnett, Mary	\$15.00	Delete
* <u>ZZ112-OBLIG</u> Media Fees Springfield Elementary	\$10.00	Hartnett, Mary	Hartnett, Mary	\$10.00	Delete

Sub Total: \$25.00

Next

Next Steps

Parents can now check out and pay for the Detailed Obligation with a credit card. The Check Out process is the same 4-step Activity Check Out process.