

SIRIS Data Dictionary

Student Revenue Data Submission Elements

Include every student who had at least one Revenue Charge Amount (RC040) with a Transaction Date (RC050) within the Submission Period (RS005). Report only billings/charges; do not include payments.

HEADER INFORMATION

<i>Element ID/Name/Format/Description</i>			<i>Description: Describes Batch Submission Type.</i>
HH010	Submission Form	N(3,0)	Required
<i>Codes - ID/Name/Description</i>			
001	Course	Indicates Course Submission Data Elements.	
002	Term/Section	Indicates Term/Section Submission Data Elements.	
003	ESS (Student)	Indicates Early Student Submission Data Elements.	
004	Degree	Indicates Degree Submission Data Elements	
005	Financial Aid	Indicates Financial Aid Submission Data Elements.	
006	Student Revenue	Indicates Student Revenue Submission Data Elements.	
007	Other Revenue	Indicates Other Revenue (all other revenue other than charges directly to a student ID) Submission Data Elements.	
008	NY Alert	Indicates NY Alert Submission Data Elements.	
030	EOT (Student)	Indicates End of Term Student Submission Data Elements.	
<i>Business Rules – Error Level/Description</i>			
Fatal		Submission Form must be a valid code. Cannot be blank.	

<i>Element ID/Name/Format/Description</i>			<i>Description: Describes the submission is full replacement or an update. Required</i>
HH020	Batch Action Code	N(3,0)	Required
<i>Codes - ID/Name/Description</i>			
001	Update	Indicates the batch submission is to update records.	
002	Full Submission Replace	Indicates the batch submission is a full replacement	
<i>Business Rules – Error Level/Description</i>			
Fatal		Batch Action Code must be a valid code. Cannot be blank.	

<i>Element ID/Name/Format/Description</i>			<i>Description: Identifies the header record. Required</i>
HH030	Header Indicator	C(1)	Required
<i>Codes - ID/Name/Description</i>			
X	Contact	Contact for the batch	
S	SUNY Campus	SUNY Campus Code	
<i>Business Rules – Error Level/Description</i>			
Fatal		There must be at least one contact.	
Fatal		Header Indicator must be a valid code. Cannot be blank.	

SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description: Indicate if the contact is the primary contact. Required</i>
HC010	Primary Contact Indicator	B(1)	
<i>Codes - ID/Name/Description</i>			
1	Yes	The contact record is the primary contact.	
0	No	A non-primary contact record.	
<i>Business Rules – Error Level/Description</i>			
Warning		There can only be one primary contact	
Fatal		Primary Contact Indicator must be a valid code. Cannot be blank.	
Fatal		Must have one contact per batch set to primary (1).	

<i>Element ID/Name/Format/Description</i>			<i>Description: Name of Contact. Format is first name and last name, separated by a space, e.g., “John Doe”. Required</i>
HC020	Primary Contact Name	C(50)	
<i>Business Rules – Error Level/Description</i>			
Fatal		Primary Contact Name minimum length must be greater than 5 characters.	
Fatal		Required Element; cannot be blank.	

<i>Element ID/Name/Format/Description</i>			<i>Description: Title of the Contact Person. Optional</i>
HC030	Title	C(50)	

<i>Element ID/Name/Format/Description</i>			<i>Description: Email address of the primary contact person/group. Optional</i>
HC040	Email Address	C(100)	

<i>Element ID/Name/Format/Description</i>			<i>Description: User ID of the contact. Optional</i>
HC050	User ID	C(25)	

<i>Element ID/Name/Format/Description</i>			<i>Description: Unique identifier assigned to the SUNY campus submitting the record (see Appendix A-1). Required</i>
RH010	SUNY Campus Identifier	N(5,0)	
<i>Business Rules – Error Level/Description</i>			
Fatal		Must be a valid code from the campus identifier list in Appendix A-1.	
Fatal		Required Element; cannot be blank.	

SIRIS Data Dictionary

Student Revenue Data Submission Elements

STUDENT IDENTIFICATION

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Indicates whether to add or delete the Student Revenue record. Required
RS001	Student Revenue Action Code	C(1)	
<i>Codes - ID/Name/Description</i>			
A	Add	Add a full or a subset record.	
D	Delete	Delete a full record.	
<i>Business Rules – Error Level/Description</i>			
Fatal		Cannot (A)dd a record when it already exists.	
Fatal		Cannot (D)delete a non-existing record.	
Fatal		Student Revenue Action Code must be a valid code. Cannot be blank.	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The last day of the submission period for the Student Revenue record, with two digit month, two digit day and four digit year. MMDD must be 0630. 06302010 would contain charges from July 1, 2009 through June 30, 2010. This includes charges for Summer, Fall, Winter and Spring of academic year 2009-10, and could include charges for Summer 2010 and Fall 2010 of academic year 2010-11. Required
RS005	Submission Period	MMDDYYYY	
<i>Business Rules – Error Level/Description</i>			
Fatal		MMDD must be 0630; YYYY must be a valid year.	
Fatal		Required Element; cannot be blank.	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> A unique identifier assigned by System Administration to SUNY students. System Administration uses this ID for student tracking. This field in the data submission will be populated with the correct SUNY ID from the SUNY Student Repository (See Appendix P), or with null if no match could be found, regardless of the value submitted. Contingent
RS010	Student's SUNY ID	N(10,0)	
<i>Business Rules – Error Level/Description</i>			
Fatal		Either the SUNY ID or the Student's Key Identifying Data Elements (see Appendix P) are required for all records.	
Warning		If provided, Student's SUNY ID and one of the Student Key Identifying Data Elements (See Appendix P) must match those in the SUNY Student Repository System.	
Warning		If Student's SUNY ID is not provided, the Student's Key Identifying Data Elements (See Appendix P) must match those in the Student Repository System for every student with a Revenue Charge Amount for a current or past Academic Term (RC040, RC045). This Warning will not be generated on records for students at State-operated campuses who are reported to have charges of type High School Outreach Programs (RC020, code 043)."	

SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The Student ID assigned by a campus for use on the local data system. System Administration will use for student identification and record matching as needed. Any record containing a duplicate Student's Local ID within a student revenue batch submission will overwrite the previous record in that batch. Required
RS030	Student's Local ID	C(20)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required Element; cannot be blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The nine digit number assigned by the Social Security Administration. No other number is acceptable. Null for international students without SSN. Optional
RS040	Social Security Number	C(9)	
<i>Business Rules – Error Level/Description</i>			
Fatal	If submitted, SSN must meet the current requirements of the Social Security Administration.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The date of birth with two digit month, two digit day and four digit year. Contingent
RS050	Date of Birth	MMDDYYYY	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if a valid Student's SUNY ID (RS010) is not provided and a valid Social Security Number (RS040) is not provided.		
Fatal	If submitted, must be valid month, day and year.		
Fatal	If submitted, student's age cannot be less than 10 or greater than 100.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Student's gender. Contingent
RS060	Gender	C(1)	
<i>Codes – ID/Name/Description</i>			
M	Male	Male	
F	Female	Female	
<i>Business Rules – Error Level/Description</i>			
Warning	Required if a valid Student's SUNY ID (RS010) is not provided.		
Fatal	If submitted, must be a valid code.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Student's last name. Will be used for matching. Contingent
RS070	Last Name	C(60)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if First Name (RS080) is blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Student's previous last name, such as maiden name. Will be used for matching. Optional
RS075	Former Last Name	C(60)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Student's first name. Will be used for matching. Contingent
RS080	First Name	C(60)	
Fatal	Required if Last Name (RS070) is blank.		

SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> If the individual previously was reported under a different first name, report it here. Optional
RS085	Former First Name	C(60)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Student's middle initial. Will be used for matching. Optional
RS090	Middle Initial	C(1)	

STUDENT REVENUE CHARGES

For each student revenue record submit 1 – n Revenue Charge Amounts (RC040), along with required associated data elements (RC020 – RC070). Charges that have the same values for their required data elements (RC020 – RC070), except for Revenue Charge Amount, and that have the same or a different Transaction Date (RC050), may be summarized into one Revenue Charge Amount. Use Transaction Count (RC055) to indicate the number of transactions summarized. Transaction Date is required if Transaction Count is 1.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Category for which a revenue charge was made to a student. Duplicates are allowed. Required
RC020	Revenue Category	C(3)	
<i>Codes - ID/Name/Description</i>			
001	Tuition	Tuition	
002	Room	Room	
003	Board	Board / Food Service	
004	Technology Fee	Technology Fee	
005	Athletic Fee	Athletic Fee	
006	Student Health Fee	Student Health Fee	
007	Student Activity Fee	Student Activity Fee	
008	College Fee	College Fee	
009	Transportation Fee	Transportation Fee	
010	Recreation Fee	Recreation Fee	
011	Campus Life Fee	Campus Life Fee	
012	Student Excellence Fee	Student Excellence Fee	
013	Student Services Fee	Student Services Broad Based Fee	
014	Comprehensive Fee	Comprehensive Fee	
020	Course-related Fee	Course-related Fee – Fees that are directly associated with a given course that are charged to all individuals enrolled. Specify Campus Course ID and Course Title (RC060, RC070).	
025	Academic Program Fee	Academic Program Fee – Fees that are associated with a particular academic program. Examples: Field experience fees, M.B.A Program Fee, Intensive English Language Program Fee, Health Professions Dental Instrument Tray Program Fee, Health Professions Microscope Fee	
026	Other Program Fee	Other Program Fee – Fees that are associated with a program other than an academic program.	

SIRIS Data Dictionary
Student Revenue Data Submission Elements

030	Forfeited Admission / Room Deposits	Forfeited Admission / Room Deposits
031	Application Fee	Application Fee
032	Late Registration	Late Registration
033	Transcript	Transcript
034	Library	Library
035	Drop/Add	Drop/Add
036	Bad Check Fine	Bad Check Fine
037	Late Payment	Late Payment
038	Reinstatement Fee	Reinstatement Fee
039	Time Payment Plan	Time Payment Plan
040	Administrative Fee	Administrative Fee
041	Dissertation Fee	Dissertation Fee (includes microfilming, binding & copyrighting)
042	On-line Course Fee	On-line Course Fee
043	High School Outreach Programs	Fees charged to High School Students in lieu of tuition amount
050	Key and Lock Replacement	Key and Lock Replacement
051	Campus Facility / Service Fees	Campus Facility / Service Fees – Include charges for access to campus facilities or services (i.e., fitness center fee, locker/equipment rentals, facility rentals, lost equipment, printing and copying services).
052	Entrance / Attendance Fees	Entrance / Attendance Fees – Include entrance to or attendance at athletic events, creative or artistic performances, museums, art galleries, and similar activities.
053	SEVIS	Student Exchange Visitor Info System
054	Domestic Accident /Health Student Insurance	Domestic Accident /Health Student Insurance
055	International Exchange Student Health Insurance	International Exchange Student Health Insurance
056	Clinical Courses Malpractice Insurance	Clinical Courses Malpractice Insurance
057	Orientation Fee	Orientation Fee
058	Disabled Student Services	Disabled Student Services
059	Career Assessment Fee	Career Assessment / Career Development Fee
060	Placement / Credentials Fee	Placement / Credentials Fee
061	Bookstore	Bookstore – To be used if charges are available in student systems. If campus ASC is responsible for billing of these charges, then campus can omit this category.
062	Student Declining Balance Card	Used for additional money put on student declining balance card

SIRIS Data Dictionary
Student Revenue Data Submission Elements

063	ID Card Replacement	ID Card Replacement – To be used if charges are available in student systems. If campus ASC is responsible for billing of these charges then campus can omit this category.
064	Commencement Fee	Commencement Fee
065	Diploma Fee	Diploma Fee
066	Alumni Association Membership Fee	Alumni Association Membership Fee
070	Medication and Other Health or Psychological Services	Medication and Other Health or Psychological Services
071	Parking, Traffic / Vehicle-related Fee	Parking, Traffic / Vehicle-related Fee – Include parking and vehicle fees and fines.
072	Phone Fee	Phone fees.
073	Dorm / Common Area Damages	Dorm / Common Area Damages
074	Individual Evaluation Fee	Individual Evaluation Fee
075	Portfolio Assessment Fee	Portfolio Assessment Fee
076	Degree Program Amendment Fee	Degree Program Amendment Fee
077	OAP / Off Campus Study Programs	Overseas academic program and other off campus study programs – Room, Board, Excursion
110	Tuition Waiver	Tuition Waiver – Includes waivers and exemptions
111	Room Waiver	Room Waiver
112	Board Waiver	Board Waiver
113	Fee Waiver	Fee Waiver
114	Collection Fee	Collection Fee
115	Write Off Bad Debt	Write Off Bad Debt – Include both Attorney General and campus write-offs and Attorney General Tax Offset
199	Other	Other – Revenue category not named above.

Business Rules – Error Level/Description

Fatal	Required element; cannot be blank.
Fatal	Revenue Category is a required element for each Revenue Charge Amount (RC040) submitted.
Fatal	Revenue Category must be a valid code.

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> The campus-assigned name of the fee or charge. Required
RC030	Revenue Name C(60)	

Business Rules – Error Level/Description

Fatal	Revenue Name is a required element for each Revenue Charge Amount (RC040) submitted.
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SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC032	URAS Code	C(4)	The 4-digit uniform revenue accounting system (URAS) code for the fee or charge. See Appendix U. Contingent
<i>Business Rules – Error Level/Description</i>			
Fatal	URAS Code is a required element for State-operated institutions for each Revenue Charge Amount (RC040) submitted.		
Fatal	If submitted, must be a valid URAS code for a Student Related Charge, that is, in the 2400, 3000 or 4000 series of URAS Chart of Accounts codes.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC035	Required Fee Indicator	B(1)	Indicates whether the fee or charge is mandatory for all students, or is required of such a large proportion of the students that the student who does not pay the charge is the exception, at the reporting campus (RH010). The fees or charges noted with a 1 (= Yes) will be brought into the Net Price Calculator for first-time and new undergraduate transfer students to calculate cost of attendance. Required

<i>Codes - ID/Name/Description</i>		
1	Yes	The fee or charge is required for all students.
0	No	The fee or charge is not required for all students.
<i>Business Rules – Error Level/Description</i>		
Fatal	Required Fee Indicator is a required element for each Revenue Charge Amount (RC040) submitted.	
Fatal	Required Fee valid values are 1 or 0.	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC040	Revenue Charge Amount	C(10)	The amount charged or waived for a Revenue Category (RC020). Format may be in whole dollars, e.g., -100, 100, or dollars and cents, e.g., -100.25, 100.25. Required
<i>Business Rules – Error Level/Description</i>			
Fatal	At least one Revenue Charge Amount must be reported for the Student Revenue record.		
Fatal	Revenue Charge Amount valid values are -999999 or -999999.99, to 999999 or 999999.99.		
Warning	Value is greater than 50000.		
Warning	Value is less than -50000.		

SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC042	Academic Year	C(7)	The academic year for which the revenue charge (RC020 – RC070) was made. Format is 9999-99. Enter the beginning academic year as four digits, a dash, then the ending academic year as two digits. For example, 2008-09. Required
<i>Business Rules – Error Level/Description</i>			
Fatal	Academic Year is a required element for each Revenue Charge Amount (RC040) submitted.		
Fatal	First four digits must be a valid year.		
Fatal	Format must be 9999-99.		
Warning	Beginning Academic Year must be within 10 years of current year.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC045	Academic Term	C(1)	The academic term for which the revenue charge (RC020 – RC070) was made. Enter 1 for the summer in the first calendar year of the Academic Year (RC042), and 5 for the summer in the second calendar year. For example, 1 for 2009-10 means summer 2009, and 5 means summer 2010. State operated campuses should report summer terms using 1 unless the URS code of the charge is in the 24xx range. In that case you should use academic term code 5. Community Colleges should use 5 for all summer terms. Required
<i>Codes - ID/Name/Description</i>			
1	Summer	Summer, year one of Academic Year (RC042)	
2	Fall	Fall	
3	Winter	Winter	
4	Spring	Spring	
5	Summer_II	Summer, year two of Academic Year (RC042)	
6	Unknown	Academic Term is unknown	
<i>Business Rules – Error Level/Description</i>			
Fatal	Academic Term is required for each Revenue Charge Amount (RC040) submitted.		
Fatal	Academic Term valid values are 1 – 6.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC050	Transaction Date	MMDDYYYY	The date the revenue charge (RC020 – RC070) was recorded in the Accounts Receivable System. Contingent
<i>Business Rules – Error Level/Description</i>			
Fatal	Transaction Date is required for each Revenue Charge Amount (RC040) submitted where Transaction Count (RC055) is 1.		
Fatal	If submitted, must be a valid month, day and year.		
Fatal	If submitted, Transaction Date must fall within the Submission Period (RS005) for this record.		

SIRIS Data Dictionary

Student Revenue Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC055	Transaction Count	N(8)	Number of transactions summarized in the Revenue Charge Amount (RC040). All of these transactions must occur within the Submission Period (RS005) and must have the same values for all the required data elements (RC020 – RC070), except for Revenue Charge Amount. Transaction Date (RC050) may or may not be the same. Required
<i>Business Rules – Error Level/Description</i>			
Fatal	Transaction Count is required for each Revenue Charge Amount (RC040) submitted.		
Fatal	Valid values are 1-99999999.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC060	Campus Course ID	C(15)	A unique identifier assigned by a campus to identify the course and register course credits on the student record. See SIRIS Course Data Dictionary, CD040, and SIRIS Term/Section Data Dictionary, TD030. Optional
<i>Business Rules – Error Level/Description</i>			
Fatal	Must be null if Revenue Category (RC020) is not Course Related Fee (020).		
Warning	Campus Course ID is recommended for each Revenue Category (RC020) of type 020 (Course Related Fee).		
Warning	If submitted and if Academic Term (RC045) is in the future, must match a Campus Course ID for the submitting campus (RH010) in the SUNY Course Repository.		
Fatal	If submitted and if Academic Term (RC045) is current or in the past, must match a Campus Course ID for the submitting campus (RH010) in the SUNY Course Repository.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
RC070	Course Title	C(60)	The campus-assigned title description of the course. Optional
<i>Business Rules – Error Level/Description</i>			
Fatal	Must be null if Revenue Category (RC020) is not Course Related Fee (020).		
Warning	Course Title is recommended for each Revenue Category (RC020) of type 020 (Course Related Fee) when Campus Course ID (RC060) is provided.		