BRS DATA COLLECTION
Quick Reference Guide

WHO SHOULD USE THE BRS COLLECTION?

Anyone who wants to use BRS data **(Billing and Receivables System for Students)** for operational support or historical analysis, for things such as:

- Viewing detailed snapshots of student bills.
- Analyzing charges on student bills.
- Analyzing payments applied to student bills.
- Reporting on trends over time in student charges, payments, and bills.

WHAT TYPES OF BUSINESS TASKS CAN I ADDRESS USING THE BRS DATA COLLECTION?

There are a great many business tasks that can be addressed using the **BRS Data Collection**, from the simple to the complex. For example:

- List and summarize all tuition charges for students in a specified term, by student division.
- Find students in a specified degree program who have not been billed anything yet in a specified term.
- Find transactions that have been sent to collections.
- Find all Housing or Dining charges for a specified term or specified Batch run date.
- List the complete history of charges and payment records for a student.
- Find out when particular BRS transactions were transferred to the General Ledger.

DESCRIPTIONS OF BRS COLLECTION

The **BRS Data Collection** is a subset of the University's Data Warehouse containing data from BRS, the Billing and Receivables System used by Student Financial Services (SFS). BRS handles the majority of the tuition and fees processing for the University. It is a batch processing system, into which charges and payments are loaded from a variety of feeder sources, including, but not limited to tuition, financial aid, Housing, Dining, Cashier, and manual adjustments.

- **BRS_DETAIL table**
    - **Refresh Cycle**: **Daily:** Monday through Friday SRS and BRS source system processing
    - **Data Source**: Bursar_Detail, Intermediate and History files, which contain data from the online Billing and Receivables System (BRS)
    - See http://www.upenn.edu/computing/da/dw/brs/tables.html for descriptions of the data
- **BRS_GL_DETAIL table**
    - **Refresh Cycle**: Weekly. Amounts transferred to GL Detail by subcode, Penn Id, 1st and 2nd account legacy.
- **BRS_SUBCODE**, **BRS_COURSE_FEE** and **BRS_FEE_RATE** lookup tables
    - **Refreshed on an ad hoc basis**, usually after SRFS has changed the source tables

DATA INCLUDED IN THE BRS DATA COLLECTION AND UNIVERSES

- **BRS Combined Universe:**
    - BRS_DETAIL data, in conjunction with person and degree data from the Student collection, Employee General information, and General Ledger account segment reference tables.

- o For more information
  http://www.upenn.edu/computing/da/dw/brs/BRS_Combined.html
- **BRS Detail Universe:**
  - o BRS_DETAIL data, in conjunction with General Ledger account segment reference tables
  - o **F**or more information http://www.upenn.edu/computing/da/dw/brs/BRS_Detail.html

BRS COLLECTIONS TIPS & CAUTIONS

- **The Term code structure varies between SRS and BRS.** Both **BRS** and corresponding **SRS** terms are provided in the BRS_DETAIL table.
  - o **BRS_Term** is in *TYY* format, where the first digit represents the term (1=Fall, 2=Spring, 3=Summer1, 4=Summer2), and the second two digits represents the calendar year
  - o **SRS_Term** is in *YYYYT* format, where first 4 digits represent the calendar year and the fifth digit represents the term (A=Spring, B=Summer, C=Fall)
  - o Examples of SRS term mapped to BRS term:
    - ▪ **SRS** '2003A' term corresponds to **BRS_Term** '203' (representing Spring 2003)
    - ▪ **SRS** '2003B' term (representing Summer 2003) corresponds to **BRS_Term** '303' **and BRS_Term** '403' (representing Summer 1 and 2 sessions, respectively)
    - ▪ **SRS** '2003C' term corresponds to the **BRS_Term** '103' (representing Fall 2003)
- **The BRS system uses 9-digit legacy financial account numbers**, which are mapped to the 26-digit BEN Financials account numbers when the data is loaded to the Warehouse. (*If you do not receive the anticipated results, contact someone in General Accounting/Comptroller or SFS to determine if any recent changes have been made.*)
- **Payments are not always made and/or posted in the same term as the charge**. Payments cannot be applied to specific charges.
- **Any given subcode can have different descriptions depending on the source of the data** (if posted from a feeder (e.g., PennCard), Student Account Adjustments in SFSEASI, etc.)
- **SRS data available is linked by term to the primary degree program (degree order = 1, major minor order = 1).**
- **The BRS collection contains many cautions.** When creating queries, refer to the tables' documentation. For example: http://www.upenn.edu/computing/da/dw/brs/brs_detail.t.html.

SECURITY AND PRIVACY CONCERNS

- Federal regulations regarding access to student data are spelled out in the Family Educational Right to Privacy Act (Buckley Amendment), commonly known as FERPA. For more information, see http://www.upenn.edu/computing/da/dw/student/ferpa.html.
- The University's policy on the Confidentiality of Student Records is available at http://www.upenn.edu/osl/confiden.html.

ADDITIONAL BRS DATA COLLECTIONS INFORMATION AND HELP

- For corporate reports involving BRS data, see http://www.upenn.edu/computing/da/dw/brs/brs_queries.html.
- Access form for BRS can be found at Penn's eForm page.
- For general questions, send email to da-staff@isc.upenn.edu (Data Administration staff).