

Business Process Procedures

1.30 REGISTER TOTALS REPORTS

Overview These procedures document the process for running the customized Register Totals Report for preparing the Daily Deposit Certificate.

Key Points The Register Totals Report may be used as a troubleshooting tool, or as part of the deposit preparation process.

Part 1 – VCCS Register Totals Report

Detailed Directions

Navigation [Main Menu > VCCS Custom > VCCS Student Financials > Register Totals](#)
It is strongly suggested that you add this navigation to your Favorites Menu.

FIRST-TIME USERS: If this is the first time you have run the Register Total Report, you must add a run control. Continue with Step 1.1.

REPEAT USERS: If you have previously run the Register Totals Report, continue with Step 1.4.

Step 1.1 Navigate to the Register Totals page. A dialog window displays.

Register Totals
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 1.2 Click [Add a New Value](#) .

Step 1.3 Enter a name for your Run Control ID and click . Continue with Step 1.5.

Register Totals


[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:



[Find an Existing Value](#) | [Add a New Value](#)

Detailed Directions if You Have Previously Run the Report.

Step 1.4 If you have previously run this report, type in the name of your Run Control ID or click  to search for your run control. Double click on the correct run control.

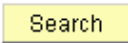
Register Totals

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

 [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

All users continue with Step 1.5.

Step 1.5 The Register Totals page appears.

Register Totals

Run Control ID: vccs-register-totals-report [Report Manager](#) [Process Monitor](#)

Business Unit:

Cashier's Office:

Cash Register:

Business Date:

Enter **NV280** as the Business Unit, or click to lookup.

Enter the Cashier Office, or click to lookup.

Enter the Cash Register, or click to lookup.

Enter the Business Date, or click to lookup.

Step 1.6 Save the page by clicking .

Step 1.7 Click to initiate the process. The Process Scheduler Request page appears.

Process Scheduler Request

User ID: 1061608 Run Control ID: vccs-register-totals-report

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VCCS Register Totals SQR Reprt	VXREGTOT	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

Verify the following on the page:

1. Server Name is PSUNX
2. The Select checkbox is checked for VCCS Register Totals SQR Report
3. The Type is Web.
4. The Format is PDF.

Step 1.8 Click to run the Register Totals report.


Step 1.9 After initiating the process, the Register Totals page will reappear.


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Register Totals


Run Control ID: reg-totals [Report Manager](#) [Process Monitor](#)

Process Instance:911

Business Unit: 

Cashier's Office: 

Cash Register: 

Business Date: 

Step 1.10 Click [Process Monitor](#) and the Process List page will appear.

Step 1.11 Periodically click [Refresh](#) to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.

Step 1.12 When the Run Status displays success, click [Details](#) for your process.

Step 1.13 The Process Detail page appears.

Step 1.14 Click [View Log/Trace](#). The View Log/Trace page appears.

View Log/Trace		
Report		
Report ID: 837	Process Instance: 906	Message Log
Name: VXREGTOT	Process Type: SQR Report	
Run Status: Success		
VCCS Register Totals SQR Reprt		
Distribution Details		
Distribution Node: S89HTTP	Expiration Date: 07/01/2006	
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,787	06/17/2006 11:40:52.000000AM EDT
vxregtot_906.PDF	1,614	06/17/2006 11:40:52.000000AM EDT
Trace File	46	06/17/2006 11:40:52.000000AM EDT
Distribute To		
Distribution ID Type	Distribution ID	
User	1061608	
Return		

Step 1.15 Click [vxregtot_906.PDF](#) (where 906 represents the process instance number of your report). The report will display in a separate Adobe Reader window.

Register totals				
College	NV280	Register	WO01	
Office	WOBO	Date	08-MAR-2005	
By Item Type				
000001111000	In-State Tuition		\$637.00	
000001210000	Student Activity Fee		\$8.30	
000001210001	Technology Fee		\$31.50	
650000100000	WO Continuing Ed Tuition		\$2,215.00	
	Item type total\$		2,891.80	
By Tender				
CASH			\$730.00	
CHECK			\$1,891.08	
VISA			\$270.72	
	Tender totals \$		2,891.80	
By Tran Type				
02	Student Payments		\$2,891.80	
	Payment totals \$		2,891.80	
Min Receipt Number	800000100559	Min Sequence Number	1	
Max Receipt Number	800000100612	Max Sequence Number	17	

Step 1.16 Click  to print the report.

Part – 2 VCCS Register Totals – Ciber Report

Detailed Directions

Navigation [Main Menu > VCCS Custom > VCCS Student Financials > Register Totals - Ciber](#)
It is strongly suggested that you add this navigation to your Favorites Menu.

FIRST-TIME USERS: If this is the first time you have run the Register Total Report, you must add a run control. Continue with Step 2.1.

REPEAT USERS: If you have previously run the Register Totals Report, continue with Step 2.5.

Step 2.1 Navigate to the Register Totals – Ciber page. A dialog window displays.

Register Totals - Ciber
Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 2.2 Click [Add a New Value](#) .


Step 2.3 Enter a name for your Run Control ID and click . Continue with Step 2.5.

Register Totals - Ciber

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Detailed Directions if You Have Previously Run the Report.

Step 2.4 If you have previously run this report, type in the name of your Run Control ID or click  to search for your run control. Double click on the correct run control.

Register Totals - Ciber
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Run Control ID:

Case Sensitive


  [Basic Search](#)  [Save Search Criteria](#)


[Find an Existing Value](#) | [Add a New Value](#)


All users continue with Step 2.5.


Step 2.5 The Register Totals – Ciber page appears.


Register Totals

Run Control ID: ciber-totals-report [Report Manager](#) [Process Monitor](#) 

Business Unit: 

Cashier's Office: 

Cash Register: 

Business Date: 




Sort Options

by Emplid / Org ID

by Name


by Receipt / Refund Number


by Tender


  


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Enter **NV280** as the Business Unit, or click on the  to lookup.

Enter the Cashier Office, or click on the  to lookup.

Enter the Cash Register, or click on the  to lookup.

Enter the Business Date, or click on the  to lookup.

Step 2.6 Save the page by clicking  Save.

Step 2.7

Click **Run** to initiate the process. The Process Scheduler Request page appears.

Process Scheduler Request

User ID: 1061608 Run Control ID: ciber-totals-report

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Register Totals Report	VCREGTOT	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

Verify the following on the page:

1. Server Name is PSUNX
2. The Select checkbox is checked for Register Totals Report
3. The Type is Web.
4. The Format is PDF.

Step 2.8

Click **OK** to run the Register Totals - Ciber report.

Step 2.9

After initiating the process, the Register Totals page will reappear.

Register Totals

Run Control ID: ciber-reg-totals [Report Manager](#) [Process Monitor](#)

Process Instance:912

Business Unit:

Cashier's Office:

Cash Register:

Business Date:

Sort Options

by Emplid / Org ID

by Name

by Receipt / Refund Number

by Tender

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Step 2.10 Click [Process Monitor](#) and the Process List page will appear.

Step 2.11 Periodically click [Refresh](#) to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.

Step 2.12 When the Run Status displays success, click [Details](#) for your process.

Step 2.13 The Process Detail page appears.

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Step 2.14 Click [View Log/Trace](#). The View Log/Trace page appears.

View Log/Trace		
Report		
Report ID: 839	Process Instance: 908	Message Log
Name: VCREGTOT	Process Type: SQR Report	
Run Status: Success		
Register Totals Report		
Distribution Details		
Distribution Node: S89HTTP	Expiration Date:	<input type="text" value="07/01/2006"/>
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,818	06/17/2006 12:25:14.000000PM EDT
vcregtot01_908.PDF	1,440	06/17/2006 12:25:14.000000PM EDT
vcregtot02_908.PDF	1,648	06/17/2006 12:25:14.000000PM EDT
vcregtot03_908.PDF	3,739	06/17/2006 12:25:14.000000PM EDT
Trace File	1,490	06/17/2006 12:25:14.000000PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	1061608	

Step 2.15 Click on the appropriate .PDF file name to display the report you wish to view. The report will display in a separate Adobe Reader window.

[vcregtot01](#)

Report : VCREGTOT	Virginia Community College System	Page: 1 of 1
College : NV280	Register Totals - Refunds	Date: 06/17/2006
Office : W080	Detail for 08-MAR-2005	Time: 12:24:31
Register: W001	order by oprid, emplid	
Emplid/ org ID	Name	Refund Nbr OPRID Name Type Amount Total
Total Student/Corp Refunds		----- 0.00

[vcregtot02](#)

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[vcregtot02](#)

Report :	VCREGTOT	Virginia Community College System
College :	NV280	Register Summary Report of Collections & Refunds
Office :	WOBO	Detail for 08-MAR-2005
Register:	W001	
Collections by Tender		
CASH		730.00
VISA		270.72
CHECK		1,891.08

Tender Totals		2,891.80
Collections by Type		
Student Payment		2,891.80

Type Totals		2,891.80
Credit Card Refunds by Card Type		


Credit Card Refund Total		0.00

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[vcregtot03](#)

Report :	Virginia Community College System	Page: 1 of 1							
College :	Register Totals - Collections	Date: 06/17/2006							
Office :	Detail for 08-MAR-2005	Time: 12:24:31							
Register:	Sorted by Emplid/org ID								
Emplid/ Org ID	Name	Receipt #	Tender	CHECK #	Type	Term	Amount	Void	Total
0386310	Davis, Sherwood	800000100568	VISA		Stu	2052	67.68		67.68
0470091	Smith, Lois Jean	800000100587	CHECK	00131923	Stu	2052	125.00		125.00
0589132	Colbert, Rommie L	800000100582	CASH		Stu	2052	75.00		75.00
0931053	Raskin, Ryan J	800000100559	VISA		Stu	2052	203.04		203.04
0996426	Satisfield, Bryan A	800000100577	CHECK	927	Stu	2052	195.00		195.00
1106924	Hall, Robert W	800000100584	CHECK	1698	Stu	2052	75.00		75.00
1243728	Chappell, Sheila M	800000100579	CHECK	3329	Stu	2052	155.00		155.00
3264367	Harman, Cheryl Lynn	800000100586	CHECK	00131923	Stu	2052	125.00		125.00
4093068	Rodriguez, Rosario	800000100595	CASH		Stu	2052	355.00		355.00
5068140	Norman, Katrina Earle	800000100597	CHECK	1209	Stu	2052	300.00		
5068140	Norman, Katrina Earle	800000100598	CASH		Stu	2052	75.00		375.00
5069605	Duran, Melissa Ivonne	800000100594	CASH		Stu	2052	225.00		225.00
5071670	Pernot, Donna Marie	800000100578	CHECK	2874	Stu	2052	375.00		375.00
5145808	Roach, Edsill Austin	800000100573	CHECK	1044	Stu	2052	75.00		75.00
5146618	Cizdziel, Kathleen Dawn	800000100575	CHECK	6041	Stu	2052	60.00		60.00
5147229	Oliver, Glenn Obble	800000100610	CHECK	5239	Stu	2052	203.04		203.04
5147342	Tassin, Amanda Nicole	800000100612	CHECK	215	Stu	2052	203.04		203.04
Total Student/Corp Payments							----- 2,891.80		

Step 2.16

Click  to print the report.