

## Business Process Procedures

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**5.20 RUN PAYMENT DISTRIBUTION REPORT**

**Overview** These procedures document the process for running the customized Payment Distribution Report. The information is grouped by item type and the report is generated by item type range, term range, and date range.

**Key Points** **Running the Payment Distribution Report must follow a specific order:**

1. Set up or Verify the Run Control ID
2. Run the Payment Distribution Report

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

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**Part 1 – Set Up or Verify the Run Control ID**

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**Detailed Directions**

**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 Payment Distribution page. A dialog window displays.

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

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
Run Control ID:

Case Sensitive

[Basic Search](#)

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

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

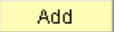
**Step 1.3** Enter a name for your Run Control ID and click . Continue with Step 1.5.

**Payment Distribution**

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


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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.

**Payment Distribution**

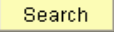

Enter any information you have and click Search. Leave fields blank for a list of all values.

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


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Run Control ID:

Case Sensitive

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

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

Enter "PAYMENT\_DISTRIBUTION" as the Run Control ID name and press the ENTER key, or click  and the following page displays:

**All users continue with Step 1.5.**

**Step 1.5** The Payment Distribution page displays.

The screenshot shows the 'Payment Distribution' form. At the top, it displays 'Run Control ID: PAYMENT\_DISTRIBUTION' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are several input fields with search icons: 'Business Unit' (NV280), 'From Date' (06/09/2004), 'Thru Date' (06/09/2004), 'Item Type From' (90000001102), 'Item Type To' (90000001104), 'Term From' (2043), and 'Term To' (2043). At the bottom, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

**Step 1.6** Enter **NV280** as the Business Unit, or click to lookup.

Enter the From and Thru Dates, click to lookup or refer to the Valid Values below.

Enter the Item Type From and To values, click to lookup or refer to the Valid Values below.

Enter the Term, or click to lookup or refer to the Valid Values below.

**Valid Values**

| Exception              | Field Name           | Procedure   |
|------------------------|----------------------|---|
| From Date<br>Thru Date | Financial Aid        | The first date and last dates of the term on which you disbursed Financial Aid to the Student Financials module.  |
|                        | Third Party Contract | The first and last dates of the fiscal year for which you will be reviewing charges posted to third party contracts.                                    |
| Item Type From         | Financial Aid        | The Item Type on which you wish to report.  |
|                        | Third Party Contract | 000002000000 Defer to Third Party/FA First Contract   |
| Item Type To           | Financial Aid        | The same number as in the Item Type From field.<br><br><b>It is recommended that this report be run for only one Financial Aid Item Type at a time.</b> |
|                        | Third Party Contract | 000002000100 Defer to Third Party/FA Last Contract  |
| Term From<br>Term To   | Financial Aid        | The term for which you would like to review Financial Aid posted to the Student Financials module.  |
|                        | Third Party          | The term of the fiscal year for which you will be   |

|  |          |  |
|--|----------|--|
|  | Contract | reviewing charges posted to third party contracts. |
|--|----------|--|

**Step 1.7** Click  to save the page.


**Note** When run for a Financial Aid program, the output generated from this report will be used to create the journal entry to charge the detailed FRS financial aid accounts for Tuition & Fees, Bookstore and to credit the Revenue Summary Account (100880-0212) for Financial Aid.

When run for Third Party Contracts, the output generated from this report will be used to create the adjusting journal entry to book receivables from third parties to the appropriate detail FRS revenue accounts. Apply the percentages shown on the report to the outstanding third party receivable balance. This should only be done once a year.

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## Part 2 – Run the Payment Distribution Report


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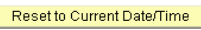
**Step 2.1** From the Payment Distribution page above, click  to run to initiate the process. The Process Scheduler Request page appears.


**Process Scheduler Request**

User ID: 1061608      Run Control ID: PAYMENT\_DISTRIBUTION



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Server Name:       Run Date:  

Recurrence:       Run Time:       


Time Zone:  

| Select                              | Description                 | Process Name | Process Type | Type | Format | Distribution                 |
|-------------------------------------|-----------------------------|--------------|--------------|------|--------|------------------------------|
| <input type="checkbox"/>            | Payment Dist. Detail Report | VSPMTDET     | SQR Report   | Web  | PDF    | <a href="#">Distribution</a> |
| <input checked="" type="checkbox"/> | Payment Distribution Report | VSPMTDST     | SQR Report   | Web  | PDF    | <a href="#">Distribution</a> |
| <input type="checkbox"/>            | Payment Dist. Detail Report | VXLFPDIS     | SQR Report   | Web  | PDF    | <a href="#">Distribution</a> |

Verify the following on the page:

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

**Step 2.2** Click  to run the Payment Distribution Report.

**Step 2.3** After initiating the process, the Payment Distribution page will reappear.

**Step 2.4** Click [Process Monitor](#) and the Process List page will appear.

| Select                   | Instance | Seq | Process Type | Process Name | User    | Run Date/Time            | Run Status | Distribution Status | Details                 |
|--------------------------|----------|-----|--------------|--------------|---------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 3562     |     | SQR Report   | VSPMTDST     | 1061608 | 08/16/2006 3:09:01PM EDT | Success    | Posted              | <a href="#">Details</a> |

**Step 2.5** 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 2.6** When the Run Status displays success, click [Details](#) for your process.

**Step 2.7** The Process Detail page appears.

| Process Detail                                      |   |
|---|---|
| <b>Process</b>                                      |   |
| <b>Instance:</b> 3562                               | <b>Type:</b> SQR Report                         |
| <b>Name:</b> VSPMTDST                               | <b>Description:</b> Payment Distribution Report |
| <b>Run Status:</b> Success                          | <b>Distribution Status:</b> Posted              |
| <b>Run</b>  | <b>Update Process</b>                           |
| <b>Run Control ID:</b> PAYMENT_DISTRIBUTION         | <input type="radio"/> Hold Request              |
| <b>Location:</b> Server                             | <input type="radio"/> Queue Request             |
| <b>Server:</b> PSUNX                                | <input type="radio"/> Cancel Request            |
| <b>Recurrence:</b>                                  | <input checked="" type="radio"/> Delete Request |
|   | <input type="radio"/> Restart Request           |
| <b>Date/Time</b>                                    | <b>Actions</b>                                  |
| <b>Request Created On:</b> 08/16/2006 3:12:35PM EDT | <a href="#">Parameters</a> Transfer             |
| <b>Run Anytime After:</b> 08/16/2006 3:09:01PM EDT  | <a href="#">Message Log</a>                     |
| <b>Began Process At:</b> 08/16/2006 3:12:51PM EDT   | Batch Timings                                   |
| <b>Ended Process At:</b> 08/16/2006 3:13:21PM EDT   | <a href="#">View Log/Trace</a>                  |
| <input type="button" value="OK"/>                   | <input type="button" value="Cancel"/>           |

**Step 2.8** Click [View Log/Trace](#) . The View Log/Trace page appears.

| View Log/Trace                        |   |
|---------------------------------------|---|
| <b>Report</b>                         |   |
| <b>Report ID:</b> 3014                | <b>Process Instance:</b> 3562 <a href="#">Message Log</a>       |
| <b>Name:</b> VSPMTDST                 | <b>Process Type:</b> SQR Report                                 |
| <b>Run Status:</b> Success            |   |
| Payment Distribution Report           |   |
| <b>Distribution Details</b>           |   |
| <b>Distribution Node:</b> S89HTTP     | <b>Expiration Date:</b> <input type="text" value="08/30/2006"/> |
| <b>File List</b>                      |   |
| <b>Name</b>                           | <b>File Size (bytes)</b> <b>Datetime Created</b>                |
| <a href="#">Message Log</a>           | 1,883      08/16/2006 3:13:21.000000PM EDT                      |
| <a href="#">vspmtdst_3562.PDF</a>     | 1,845      08/16/2006 3:13:21.000000PM EDT                      |
| <a href="#">Trace File</a>            | 954      08/16/2006 3:13:21.000000PM EDT                        |
| <b>Distribute To</b>                  |   |
| <b>Distribution ID Type</b>           | <b>Distribution ID</b>  |
| User                                  | 1061608   |
| <input type="button" value="Return"/> |   |

5.20 RUN PAYMENT DISTRIBUTION REPORT

Step 2.9

Click [vspmtdst\\_3562.PDF](#) (where 3562 represents the process instance number of your report). The report will display in a separate Adobe Reader window.

Sample Third Party Contract report.

| PAYMENT DISTRIBUTION REPORT |                          | Report Name        | VSPMTDST V20030531 |
|-----------------------------|--------------------------|--------------------|--------------------|
|                             |                          | Run Date           | 23-MAR-2005        |
|                             |                          | Run Time           | 13:32:38           |
| -----                       |                          |                    |                    |
| Report Parameters           |                          |                    |                    |
| College                     | NV280                    |                    |                    |
| Report Period               | 07/01/04                 | Terms              | 2044               |
| Thru                        | 06/30/05                 | Thru               | 2052               |
| Payment Item Types          | 000002000000             |                    |                    |
| Thru                        | 000002000100             |                    |                    |
| -----                       |                          |                    |                    |
| Report Summary              |                          |                    |                    |
| Item Type                   | Description              | Charges Paid       | Percentage         |
| 000001110000                | In-State Tuition         | 434641.94          | 43.11%             |
| 000001120000                | Out-State Tuition        | 145879.10          | 14.47%             |
| 000001135000                | Contract Tuition         | 255677.65          | 25.36%             |
| 000001210000                | Student Activity Fee     | 8461.24            | 0.84%              |
| 000001210001                | Technology Fee           | 35543.19           | 3.53%              |
| 000001210010                | Capital Fee              | 6904.54            | 0.68%              |
| 610000100000                | AL Continuing Ed Tuition | 10245.00           | 1.02%              |
| 620000100000                | AN Continuing Ed Tuition | 89923.41           | 8.82%              |
| 640000100000                | MA Continuing Ed Tuition | 20515.00           | 2.03%              |
| 650000100000                | WO Continuing Ed Tuition | 325.00             | 0.03%              |
|                             | Total Charges Paid       | 1008116.07         |                    |
|                             |                          | Total Payments/Aid | 1008116.07         |
|                             |                          | Amount Unapplied   | 0.00               |

Sample Financial Aid report

| PAYMENT DISTRIBUTION REPORT |                      | Report Name        | VSPMTDST V20030531 |
|-----------------------------|----------------------|--------------------|--------------------|
|                             |                      | Run Date           | 16-AUG-2006        |
|                             |                      | Run Time           | 15:13:10           |
| -----                       |                      |                    |                    |
| Report Parameters           |                      |                    |                    |
| College                     | NV280                |                    |                    |
| Report Period               | 06/09/04             | Terms              | 2043               |
| Thru                        | 06/09/04             | Thru               | 2043               |
| Payment Item Types          | 900000011025         |                    |                    |
| Thru                        | 900000011049         |                    |                    |
| -----                       |                      |                    |                    |
| Report Summary              |                      |                    |                    |
| Item Type                   | Description          | Charges Paid       | Percentage         |
| 000001111000                | In-State Tuition     | 640.40             | 59.24%             |
| 000001210000                | Student Activity Fee | 1.66               | 0.15%              |
| 000001210001                | Technology Fee       | 6.74               | 0.62%              |
| 000005000000                | State Revenue Refund | 432.20             | 39.98%             |
|                             | Total Charges Paid   | 1081.00            |                    |
|                             |                      | Total Payments/Aid | 1081.00            |
|                             |                      | Amount Unapplied   | 0.00               |
| End of Report               |                      |                    |                    |

## 5.20 RUN PAYMENT DISTRIBUTION REPORT

**Step 2.10** Print the report by clicking on the Adobe printer icon. Save the report to the desired location by clicking the Adobe save icon.

**Step 2.11** Follow steps 2.1 through 2.9 above to obtain the Detail Payment Distribution Report.

| PAYMENT DISTRIBUTION REPORT - DETAIL BY STUDENT |                          | Report Name  | VSDMDET V20030531         |
|---|--------------------------|--------------|---------------------------|
|   |                          | Run Date     | 22-MAR-2005               |
|   |                          | Run Time     | 13:32:40                  |
| -----   |                          |              |                           |
| Student Information                             |                          |              |                           |
| EMPLID: 0005282                                 |                          |              |                           |
| Name:   | McKeever, Daniel E       | SSN:         | 201386547                 |
| Address:  | Rt 1 Box 14E             | Residency:   |                           |
| City/State/Zip:                                 | Draper VA                |              | 24324                     |
| Home Phone:                                     |                          |              |                           |
| -----   |                          |              |                           |
| Detail Student Charges                          |                          |              |                           |
| Item Type                                       | Description              | Charges Paid | Percentage                |
| 620000100000                                    | AN Continuing Ed Tuition | 130.00       | 100.00%                   |
|   | Total Charges Paid       | 130.00       | Total Payments/Aid 130.00 |
|   |                          |              | Amount Unapplied 0.00     |