Business Process Procedures

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.

Part 1 – Set Up or Verify the Run Control ID

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.

- Find an Existing Value
- Add a New Value

- Run Control ID: begins with

- Case Sensitive

- Search
- Clear
- Basic Search
- Save Search Criteria

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 Add. Continue with Step 1.5.

Payment Distribution

Find an Existing Value | Add a New Value

Run Control ID: [Your Run Control ID]

Add

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 Search 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

Run Control ID: [Your Run Control ID]

Search | Clear | 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 Search and the following page displays:

All users continue with Step 1.5.
5.20 RUN PAYMENT DISTRIBUTION REPORT

Step 1.5 The Payment Distribution page displays.

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

<table>
<thead>
<tr>
<th>Exception</th>
<th>Field Name</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date</td>
<td>Financial Aid</td>
<td>The first date and last dates of the term on which you disbursed Financial Aid to the Student Financials module.</td>
</tr>
<tr>
<td>Thru Date</td>
<td>Third Party Contract</td>
<td>The first and last dates of the fiscal year for which you will be reviewing charges posted to third party contracts.</td>
</tr>
<tr>
<td>Item Type From</td>
<td>Financial Aid</td>
<td>The Item Type on which you wish to report.</td>
</tr>
<tr>
<td>Item Type To</td>
<td>Third Party Contract</td>
<td>0000020000000 Defer to Third Party/FA First</td>
</tr>
<tr>
<td>Term From</td>
<td>Financial Aid</td>
<td>The same number as in the Item Type From field.</td>
</tr>
<tr>
<td>Term To</td>
<td>Third Party Contract</td>
<td>0000020000100 Defer to Third Party/FA Last</td>
</tr>
</tbody>
</table>

It is recommended that this report be run for only one Financial Aid Item Type at a time.
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.

Part 2 – Run the Payment Distribution Report

Step 2.1
From the Payment Distribution page above, click to run to initiate the process.

The Process Scheduler Request page appears.

Verify the following on the page:
1. Server Name is PSUNIX
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.

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.

<table>
<thead>
<tr>
<th>Process</th>
<th>Instance: 3562</th>
<th>Type: SDR Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: VSPMTDST</td>
<td>Description: Payment Distribution Report</td>
<td></td>
</tr>
<tr>
<td>Run Status: Success</td>
<td>Distribution Status: Posted</td>
<td></td>
</tr>
</tbody>
</table>

**Run Control**
- PAYMENT_DISTRIBUTION
- Server
- Server: PSUNK
- Recurrence:

**Date/Time**
- Request Created On: 08/18/2006 3:12:35PM EDT
- Run Anytime After: 08/10/2006 3:06:01PM EDT
- Began Process At: 08/16/2006 3:12:51PM EDT

**Actions**
- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace

Step 2.8

Click View Log/Trace. The View Log/Trace page appears.

**View Log/Trace**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: VSPMTDST</td>
<td>Process Type: SDR Report</td>
<td></td>
</tr>
<tr>
<td>Run Status: Success</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Distribution Report**

**Distribution Details**

<table>
<thead>
<tr>
<th>Distribution Node: S89HTTP</th>
<th>Expiration Date: 08/16/2006</th>
</tr>
</thead>
</table>

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (Bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>1,883</td>
<td>08/16/2006 3:12:21.000000PM EDT</td>
</tr>
<tr>
<td>spmdtdt_3562.PDF</td>
<td>1,845</td>
<td>08/16/2006 3:13:21.000000PM EDT</td>
</tr>
<tr>
<td>Trace File</td>
<td>954</td>
<td>08/16/2006 3:13:21.000000PM EDT</td>
</tr>
</tbody>
</table>

**Distribute To**

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>Distribution ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>100/1000</td>
</tr>
</tbody>
</table>

**Return**
Step 2.9  
Click vspmidst_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.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Charges Paid</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0044001219999</td>
<td>In-State Tuition</td>
<td>4845.94</td>
<td>45.13%</td>
</tr>
<tr>
<td>0044001220999</td>
<td>Out-State Tuition</td>
<td>340277.19</td>
<td>31.47%</td>
</tr>
<tr>
<td>0044001230999</td>
<td>Contract Tuition</td>
<td>24477.41</td>
<td>2.28%</td>
</tr>
<tr>
<td>0044001250999</td>
<td>Student Activity Fee</td>
<td>8881.96</td>
<td>0.85%</td>
</tr>
<tr>
<td>0044001260999</td>
<td>Technology Fee</td>
<td>3585.29</td>
<td>0.33%</td>
</tr>
<tr>
<td>0044001280999</td>
<td>Capital Fee</td>
<td>4083.44</td>
<td>0.39%</td>
</tr>
<tr>
<td>0044001290999</td>
<td>All Continuing Ed Tuition</td>
<td>2535.19</td>
<td>0.24%</td>
</tr>
<tr>
<td>0044001300000</td>
<td>All Continuing Ed Tuition</td>
<td>90030.11</td>
<td>8.26%</td>
</tr>
<tr>
<td>0044001310000</td>
<td>All Continuing Ed Tuition</td>
<td>2535.19</td>
<td>0.24%</td>
</tr>
<tr>
<td>0044001320000</td>
<td>All Continuing Ed Tuition</td>
<td>535.19</td>
<td>0.05%</td>
</tr>
</tbody>
</table>

Total Charges Paid: 1003250.17  
Total Payments/Aid: 1003250.97  
Amount Unapplied: 0.00

Sample Financial Aid report

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Charges Paid</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0060001210000</td>
<td>In-State Tuition</td>
<td>640.40</td>
<td>58.94%</td>
</tr>
<tr>
<td>0060001210000</td>
<td>Student Activity Fee</td>
<td>1.42</td>
<td>0.02%</td>
</tr>
<tr>
<td>0060001220000</td>
<td>Technology Fee</td>
<td>4.42</td>
<td>0.05%</td>
</tr>
<tr>
<td>0060001250000</td>
<td>State Tuition Refund</td>
<td>432.20</td>
<td>3.80%</td>
</tr>
</tbody>
</table>

Total Charges Paid: 1051.90  
Total Payments/Aid: 1051.90  
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.

<table>
<thead>
<tr>
<th>PAYMENT DISTRIBUTION REPORT - DETAIL BY STUDENT</th>
<th>Report Date: 08/08/2006</th>
<th>Run Time: 13:32:40</th>
</tr>
</thead>
</table>

### Student Information

- **ID:** 6006282
- **Address:** 123 Main St, Anytown, USA
- **City/State/Zip:** Anytown, USA, 12345
- **Phone:** 555-1234

### Detail Student Charges

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Charges Paid</th>
<th>Percentage</th>
</tr>
</thead>
</table>
| 6200000000 | All Continuing & Nonice | 130.00 | 100.00%
| Total Charges Paid | | 130.00 | |
| Amount Unpaid | | | 0.00 |

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